



INDIVIDUAL ANNUAL PERFORMANCE AGREEMENT

ENTERED INTO BY AND BETWEEN:

MSUNDUZI MUNICIPALITY

Herein represented by:

Mr Mxolisi Alexius Nkosi

In his/her capacity as: *Municipal Manager*

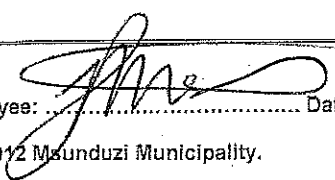
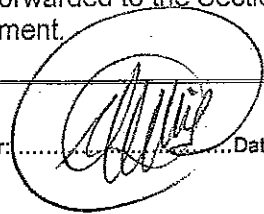
AND

Mr Thokozani Shadrack Masoko

As the Deputy Municipal Manager: Infrastructure Services

PERIOD OF AGREEMENT: 1 July 2012 to 30 June 2013

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

Signatures: Employee:  Date07/08/2012..... Supervisor:  Date.....07/08/2012.....

Msunduzi Performance Agreement



WHEREBY IT IS AGREED AS FOLLOWS:

1. PURPOSE

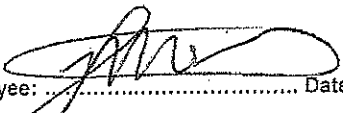
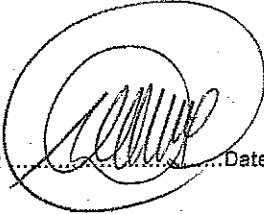
- 1.1 The purpose of entering into this agreement is to communicate to the Employee the performance expectations of the Municipality.
- 1.2 The performance agreement defines the Council's expectations of the employee's performance agreement to which this document is attached and Section 57 (1) (a) of 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 agreement, 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 2012 to 30 June 2013**
- 2.2 The content of the agreement 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 agreement 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	:	0301470
Management level	:	Level 2
Component	:	Infrastructure Services
Unit	:	Infrastructure Services
Location	:	Head Office – City Hall
Occupational classification	:	Senior Management (Section 56)
Designation	:	Deputy Municipal Manager: Infrastructure Services

Signatures: Employee:  Date07/08/2012..... Supervisor:  Date.....07/08/2012.....

Msunduzi Performance Agreement



4. JOB PURPOSE

The purpose of the DMM: Infrastructure Services' job should be in line with the Municipality's priorities as identified in the 2012 – 2013 Service Delivery Budget and Implementation Plan. The purpose of the DMM: Infrastructure Services is to assist the Municipal Manager in implementing the Municipality's Strategic Objectives by ensuring efficient provisioning and management of Municipal Infrastructure 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: Infrastructure Services and has the responsibility for Municipal Infrastructure Services. The incumbent will provide continuous Management and other relevant information to the Municipal Manager in the Municipality's delivery of services.

5. JOB FUNCTIONS

The key functions of the jobholder are to:

- ⇒ Municipal Infrastructure Planning
- ⇒ Municipal Fleet
- ⇒ Project Management
- ⇒ Electricity Distribution
- ⇒ Water and Sanitation
- ⇒ Roads and Storm-water

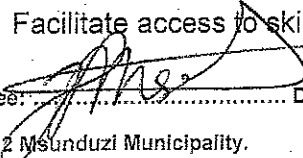
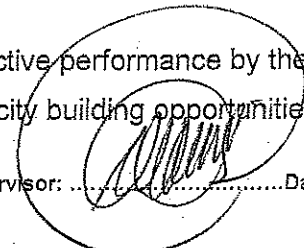
6. REPORTING REQUIREMENTS/LINES & ASSESSMENT LINES

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

- ⇒ Timeously alert the supervisor of any emerging factors that could preclude the achievement of any performance agreement undertakings, including the contingency measures that she/he proposes to take to ensure the impact of such deviation from the original agreement 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 agreement measures.

In turn the supervisor shall:

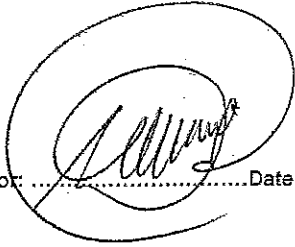
- ⇒ Meet to provide feedback on performance and to identify areas for development at least four times a year.
- ⇒ Create an enabling environment to facilitate effective performance by the Jobholder.
- ⇒ Facilitate access to skills development and capacity building opportunities.

Signatures: Employee:  Date07/08/2012..... Supervisor:  Date.....07/08/2012.....

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- => Work collaboratively to solve problems and generate solutions to common problems within the municipality that may be impacting on the performance of the Jobholder.

Signatures: Employee:  Date07/08/2012..... Supervisor:  Date07/08/2012.....

7. PERFORMANCE ASSESSMENT/APPRAISAL FRAMEWORK

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

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

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

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

Key Performance Areas (KPA's)	Weight
1. Basic Service Delivery (1)	40%
2. Project Management (2)	35%
3. Good Governance (4)	15%
4. Performance Management (3)	10%
TOTAL	100%

NOTE: WEIGHTING OF KPA's MUST TOTAL 100%

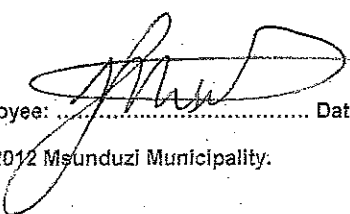
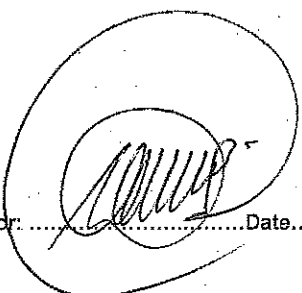
7.3 The Employee's assessment will be based on her/his performance in relation to the duties/outputs outlined in the attached WORKPLAN as well as the CMCs marked here-under. At least **five (5)** CMCs, inclusive of any that may become prescribed from time to time, should be selected from the lists that are deemed to be critical for the Employee's specific job.

Core Managerial Competencies	Weight	Core Managerial Competencies	Weight
*Financial Management	10	Knowledge Management	10
*People Management & Empowerment	10	Service Delivery Innovation	10
*Client orientation & Customer Focus	10	Honesty and integrity	10
Strategic capability and leadership	15		
Programme and project management	20		
Change Management	5		
Total			100%

*** Compulsory**

NOTE: WEIGHTING OF CMCs MUST TOTAL 100%

KPA's shall contribute 80% and CMCs 20% of the final assessment score.

Signatures: Employee:  Date07/08/2012..... Supervisor:  Date.....07/08/2012.....

Msunduzi Performance Agreement



9. 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 AGREEMENT 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

10. 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 agreement and taking into account the Employee's self-assessment.

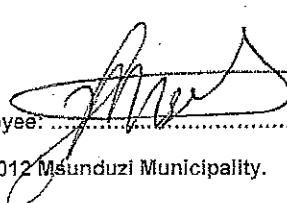
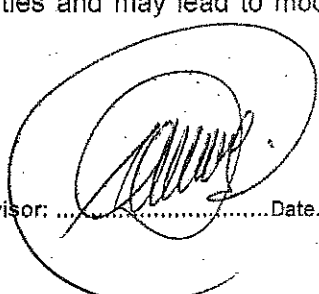
11. DEVELOPMENTAL REQUIREMENTS

- 11.1 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)

12. TIMETABLE AND RECORDS OF REVIEW DISCUSSIONS AND ANNUAL ASSESSMENT

Progress review 1 (Oral)	End Oct '12
Progress review 2	End Jan '13
Progress review 3 (Oral)	End April '13
Progress review 4	End July '13
Annual evaluation	End July '13

Assessment results (*Mid-Year review & annual evaluation*) shall be recorded in writing. Incumbents will be assessed by the Municipal Assessment Committee for Section 56 Managers 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.

Signatures: Employee:  Date07/08/2012..... Supervisor:  Date.....07/08/2012.....

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14. DISPUTE RESOLUTIONS

- ⇒ Any dispute about the interpretation and application of this agreement shall be mediated by: *Mayor: Msunduzi Municipality*
- ⇒ If this mediation fails, the internal grievance rules will apply.

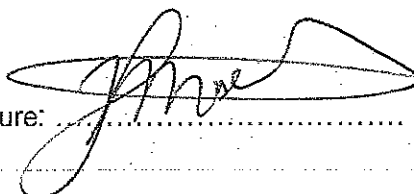
12. AMENDMENT OF AGREEMENT

Amendments to the agreement shall be in writing and can only be effected after discussion and agreement by both parties.

13. SIGNATURES OF PARTIES TO THE AGREEMENT

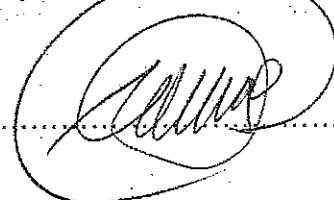
The contents of this document have been discussed and agreed with the Jobholder concerned.

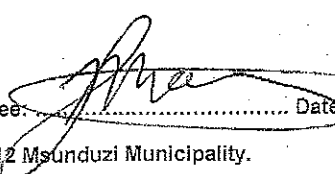
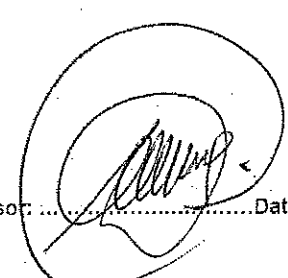
Name of Jobholder: *TABOZANI STABRAK MASEKO*

Signature:  Date: 07/08/2012

AND

Name of Supervisor: *M A - NKOSI*

Signature:  Date: 07/08/2012

Signatures: Employee:  Date: 07/08/2012 Supervisor:  Date: 07/08/2012

ANNEXURE C

FINANCIAL DISCLOSURE
FORM

I, the undersigned (surname and initials) MASEKO T.S. of
11 DIXON ROAD
BISLEY, PMB, 3201 (Postal address)
and

SAME AS ABOVE (Residential
address) employed as DEPUTY MUNICIPAL MANAGER 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>		

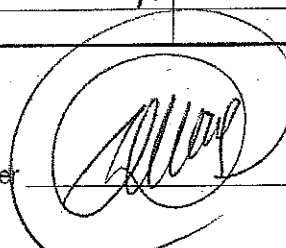
3. Remunerated work outside the Municipality (As sanctioned by Council)

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 Municipal Manager



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Date: 07/08/2012

4. Consultancies and retainerships

See information sheet: Note (4)

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

5. Sponsorships

See information sheet: Note (5)

Source of sponsorship	Description of sponsorship	Value of sponsorship

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

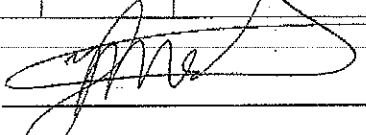
See information sheet: Note (6)

Description	Value	Source
Nb NE		

7. Land and property

See information sheet: Note (7)

Description	Extent	Area (Square Metres)	Value
Erf 1633/65 PMB, House	50%	1060	R610 000
Erf 1683/139 PMB, House	50%	518	R380 000
Erf 3685 Howick, Land	50%	908	R240 000
Erf 86/202 Portion 1 Howick, Land	50%	4036	R450 000

SIGNATURE OF EMPLOYEE: 

DATE: 07/08/2012 PLACE: PIETERMARITZBURG

OATH/AFFIRMATION

- 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:

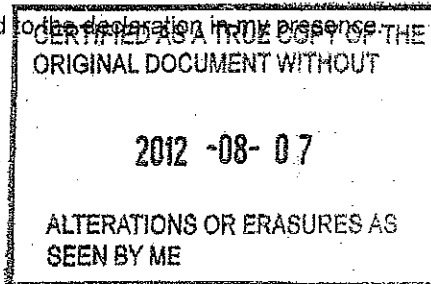


- (i) Do you know and understand the contents of the declaration?
Answer YES
- (ii) Do you have any objection to taking the prescribed oath or affirmation?
Answer NO
- (iii) Do you consider the prescribed oath or affirmation to be binding on your conscience?
Answer YES

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

GARY MARITZ
FORENSIC INVESTIGATOR
Commissioner of Oaths
Ex-officio
Office of the Municipal Manager
Msunduzi Municipality
Private Bag 221, Pietermaritzburg 3200



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:

MUNICIPAL MANAGER

DATE: _____

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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.

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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.

[Handwritten signatures]



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) loyal 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

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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.

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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.

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Msunduzi Personal Development Plan

PERSONAL DEVELOPMENT PLAN

ENTERED INTO BY AND BETWEEN:

MSUNDUZI MUNICIPALITY

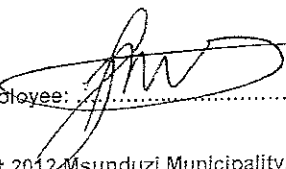
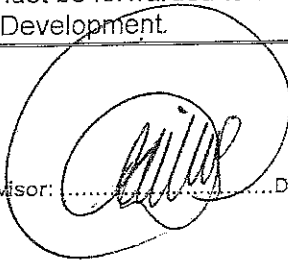
Herein represented by:

*Mr Mxolisi Alexius Nkosi (Full Name)*In his/her capacity as: *Municipal Manager (Supervisor)*

AND

*Mr Thokozani Shadrack Maseko (Full Name)*As the *DMM: Infrastructure Services (Jobholder)*

PERIOD OF DEVELOPMENT: 1 July 2012 to 30 June 2013

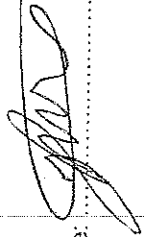
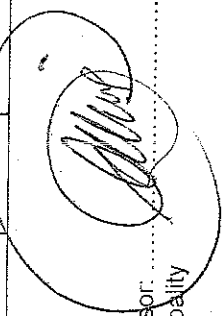
Following completion of this form, it must be forwarded to the Section:
Human Resource Development.Signatures: Employee:  Date 07.08.2012..... Supervisor:  Date

MR THOKOZANI MASEKO

DMM: INFRASTRUCTURE SERVICES

WORKPLAN (1)

National KPA (SDBIP)	Key Performance Area (KPA)	Weight (%)	Activities	Indicator	Baseline Information	Target	Timeframe	Reviews	
								Target	Actual
Basic Service Delivery and Infrastructure Development	Basic Service Delivery	45.0%	Rehabilitation: Sanitation Infrastructure	km of sewer pipe replaced	50 km of sewer pipe to be upgraded	Replace 3 km of sewer pipe	2013/06/30		
			Shenstone Ambulance Sanitation System	no of pump stations upgraded	16 Pump Stations upgraded	1 Pump Station upgrade	2013/06/30		
			Sewer Pipes unit H-Ward 16	Km of pipe installed	0	3.8 km of pipe installed	30-Jun-13		
			Sewer Pipes Azalea - Phase 2	Completed Design and Tender Document	N/A	30-Jun-13			
			Infrastructure Feasibility	Completed Design and Tender Document	N/A	30-Jun-13			
			Elimination of Conservancy Tanks	Completed Design and Tender Document	High levels of Storm Water Infiltration	30-Jun-13			
			Service Midblock Eradication	km of sewer installed	N/A	2.5 km of sewer installed	30-Jun-13		
			Basic Water Supply	km of Sewer Pipe constructed	N/A	5km of sewer pipe installed	30-Jun-13		
			Masons Reservoir & Pipeline	km of Water Pipe installed	0.8km	0.5km of water pipe installed	30-Jun-13		
			Copeville Reservoir	Completed Final Design and Tender Documentation		30 June 2013			
			Reduction - Non Revenue Waste	% Project Complete	0	Cast 100% Floor Walls	30-Jun-13		
			Elimination of Conservancy Tanks-Water	% of non revenue water wasted	45% of non revenue water wasted	50.5% of non revenue water wasted	30-Jun-13		
			Service Midblock Eradication	km of Water Pipe installed	0	0.3km of water pipe installed	30-Jun-13		
			Edendale Proper	km of Water Pipe constructed	0	0.4 of water pipe installed	30-Jun-13		
			Service connections (credit meters)	Appointment of contractor	Not yet appointed	31-Dec-12			
			Service connections (pre-paid)	km of Water Pipe constructed	3.9km water pipe constructed	3.8km of water pipe completed	30-Jun-13		
			Electricification	Number of connections installed	600 connections	600 connections	30-Jun-13		
			High mast lights	Number of connections installed	1000 prepaid connections installed	1000 prepaid meter connections	30-Jun-13		
				Number of connections installed	500 installed connections	500 connections installed (Ezinketheni Copeville)	30-Jun-13		
				Number of high mast installed	N/A	20 High mast	30-Jun-13		

Signatures: Employee: Date 07.08.2012..... Supervisor: 

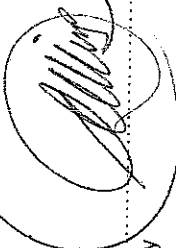
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2012-2013 MUNICIPALITY WORKPLAN

Mini sub-stations	Number of mini substations replaced	10 Mini substations replaced	10 Mini substations replaced	30-Jun-13
Pole mounted transformers	Number of Pole mounted transformers replaced	12 pole mounted transformers replaced	12 pole mounted transformers replaced	30-Jun-13
Switchgear	Number of switch gear replaced	40 Switchgear and accessories replaced	40 Switchgear and accessories replaced	30-Jun-13
Ground Mounted Transformers & ring main units	Number of Ground Mounted Transformers replaced	6 Transformers replaced	6 Transformers replaced	30-Jun-13
Streetlights	Number of ring main units replaced	10 Ring main units replaced	10 Ring main units replaced	30-Jun-13
Hillon Overhead Line	Number of street lights replaced	Obsolete	900 Street lights replaced	30-Jun-13
Protection testing & Maintenance	Completed construction of line	Design complete	33kv overhead line constructed	31-Dec-12
Electricity Maintenance Plan	Completion of protection setting and grading	Assessment of sub station complete	Protection study, testing, maintenance and updating- 132/11KV	31-Dec-12
Electricity upgrade & protection	Adopted maintenance plan	N/A	30-Jun-13	
Horse Shoe Access Road	Number of equipment replaced	Obsolete equipment	Replacement of all obsolete equipment	30-Jun-13
Moscow Roads	km of road upgraded	Gravel horse shoe and passages in need of upgrade to all weather surface	Upgrading of 1.2 km Horse Shoe Access Rd	30-Jun-13
Ashdown Roads	km of road upgraded	Grav-seal and gravel roads with limited access levels in need of upgrade to all weather access	Upgrading of 1.3 km to Moscow Roads	30-Jun-13
Machibisa/Dambuza Roads	km of road upgraded	Grav-seal and gravel roads with limited access levels in need of upgrade to all weather access	Rehabilitation of 2.0 km Ashdown Roads	30-Jun-13
D1128 Road	km of road upgraded	Grav-seal and gravel roads with limited access levels in need of upgrade to all weather access	Upgrading of 0.8 km Machibisa / Dambuza Roads	30-Jun-13
Station Road Bridge	Date of approved EIA	Gravel roads with limited access levels in need of upgrade to all weather access	Upgrade of 3.25 km gravel road into all weather access	30-Sep-12
Hanville Internal Roads	km of road upgraded	Gravel roads with limited access levels in need of upgrade to all weather access	Design Report and Approved EIA (RoD from DAEARD)	30-Jun-13
			Upgraded 1.2km internal gravel roads in need of upgrade to in Hanville Township	30-Jun-13

Signatures: Employee: 

Date 07.08.2012 Supervisor:  Date

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2012-2013 MUNICIPALITY WORKPLAN

Mbucwana Road	km of road upgraded	Gravel roads with limited access levels in need of upgrade to all weather access.	Upgraded 1.3km	30-Jun-13				
Ward 22 Roads	km of road upgraded	Gravel roads with limited access levels in need of upgrade to all weather access.	Upgraded 1.3km of Gravel Roads in Ward 22	30-Jun-13				
Esigodini Roads. Upgrading of gravel road to all weather	Date of approved design report		01 Approved Final Design Report	31-Mar-13				
Ward 16 Roads	km of road upgraded	Gravel roads with limited access levels in need of upgrade to all weather access.	Upgraded 0.87km of gravel roads in Ward 16	31-Dec-12				
KwaNyamazane Roads	Date of completed investigation and design report	Damaged roads by uncontrolled water in need of investigation and rehabilitation	Completed	30-Jun-13				
Tatutani Road	km of road upgraded	Gravel roads with limited access levels in need of upgrade to all weather access.	Upgraded 2.4km of Tatutani gravel road	30-Jun-13				
Willowmountain (Main, Khuzwayo and Phupha Roads)	km of road upgraded	Gravel roads with limited access levels in need of upgrade to all weather access.	Upgraded 3.0km of gravel roads in Willowmountain Roads	30-Jun-13				
Roads in Ward 17	km of road upgraded	Gravel roads with limited access levels in need of upgrade to all weather access.	Upgraded 1.2 km	31-Dec-12				
Mbaniwa Road	km of road upgraded	Gravel roads with limited access levels in need of upgrade to all weather access.	Upgraded 1.9km of Mbaniwa Rd in Siyana	30-Jun-13				
Footpaths in Sobantu	km of footpath constructed	Unsealed and gravel footpaths in need of upgrade.	Constructed 0.2km footpaths in Sobantu	31-Mar-13				
Upgrading Shembe, Joe Ngidi, Ndwandwe, Mavimbela, Stebisi Link, Shandu & Numbela Roads	km of road upgraded	Gravel roads with limited access levels in need of upgrade to all weather access.	Upgraded 0.5km of gravel roads in Edendale	31-Dec-13				
N3/Chota Molala Interchange	Completion date of Chota Molala Rd	Main Road operating at low Level Of Service (LOS) in need of upgrade	Completion of Municipal additional 1.5 km road lanes in Chota Molala Road	30-Sep-12				
Hollingswood Cemetery (Multi-year project)	milestone by date	Open land for development into a new cemetery	Completed new cemetery in terms of approved RoD by DAEARD	30-Jun-13				
Cremators	No of new cremators installed	Old and dysfunctional cremators in need of replacement	Installed 2 new cremators	31-Mar-13				

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Date 07.08.2012. Supervisor: _____
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2012-2013 MUNICIPALITY WORKPLAN

Public Ablution Facilities	Number of ablutions rehabilitated	Endless problems with existing ablutions in need of upgrading	8 rehabilitated public ablution facilities	30-Jun-13			
Unit 18 Community Hall - Phase 1	Date of completion of phase 1 of community hall	Non-existence of hall in Ward 15. New Hall needed	Completed Phase 1 of Unit 18 Community Hall	30-Jun-13			
Sports facility	Date of completion of phase 1 of Caluza sport facilities	Non-existence of the sport facility. New facility needed.	Completed Phase 1 - Caluza sport facilities	30-Jun-13			
Economic Developments Facilities	No. of installed informal trade structures by Date	18 structures needed to boost the second economy	18 installed informal trade structures in CBD	30-Jun-13			
Public Transport Network System - Multi Year Project	Date of completed design report	Uncoordinated public transport in need of upgrade to safe, cost-effective and efficiency	Completed planning and preliminary design report	30-Jun-13			

Signatures: Employee: _____

Date 07.08.2012

Supervisor: _____

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2013 MUNICIPALITY WORKPLAN

WORKPLAN (2)

National KPA (SDBIP)	Key Performance Area (KPA)	Weight (%)	Activities	Indicator	Baseline Information	Target	Timeframe	Reviews	
								Target	Actual
Basic Service Delivery	Project Management	30.0%	Monthly programme/project monitoring reports	Report submitted to Manco	Reports compiled & submitted by 5th of every month	5th of every month			
			Weekly programme/project monitoring reports	Minutes/Report sent to MM	Minutes/ reports compiled every Wednesday	End of business wednesdays			
			Administration of payment process	Time lapse of all invoices packaging and submission to client departments	All invoices packaged and submitted to client departments within 48 hours	within 48 hours from receipt			
			Financial support	Maintenance and implementation of daily financial issues	Maintaining and implementing of all financial issues daily	All daily financial issues by end of business day			
			Administration support	Ensure project documentation completion for report expenditure to MIG/ Funding Source	Project documentation completion to report expenditure to MIG/ Funding Source by the 15th of every Month	15th of every Month			

Signatures: Employee: _____

Date 07.08.2012

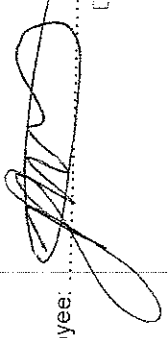
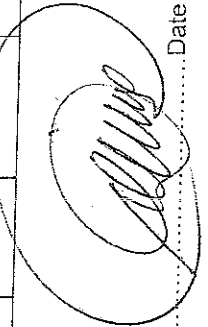
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2012-2013 MUNICIPALITY WORKPLAN

WORKPLAN (3)										
National KPA (SDBIP)	Key Performance Area (KPA)	Weight (%)	Activities	Indicator	Baseline Information	Target	Timeframe	Reviews		
Basic Service Delivery	Good Governance	15.0%	Vehicle Monitoring System	Number of municipal vehicles with monitoring system	Service Provider Appointed	956 vehicles fitted with monitoring system	31-Dec-12			Quarter
			Vehicle and plant service plan	% of vehicles and plan serviced	Inadequate service plan	100% of vehicles serviced	As per vehicle and plant maintenance requirements			
			Fleet Policy	Adopted Fleet Policy	Draft Policy in place	100% Compliance	31-Dec-12			
			Accident review committee	% Compliance to Fleet Policy	None	100% Compliance	30-Jun-13			
				Operational Committee	No Committee in place	1 a month as per accident reports resolved	Annually			
				Number of monthly meetings	No Committee in place	100% of cases resolved	Monthly			
WORKPLAN (4)										
National KPA (SDBIP)	Key Performance Area (KPA)	Weight (%)	Activities	Indicator	Baseline Information	Target	Timeframe	Reviews		
Municipal Transformation and Institutional Development	Performance Management	10.0%	Planning and Agreements	Submission towards Municipal IDP	N/A	As per internal notification				Quarter
				Submission towards Municipal SDBIP	N/A	End 3 Quarter				
				Submission of section budgets	No Performance Agreements in place	November Annually				
				Signed Performance Agreements with Process Managers		2013/07/01				
			Monitoring and Reporting	Section Performance Monitoring Meetings		Weekly				
				Submission of Performance Reports to MANCO and EXCO		Weekly (MANCO)				
				Submission towards Municipal Annual Report		Monthly (EXCO)				
				Assessment meetings register & Assessment Forms		June Annually				
						End Oct '12				
						End Jan '13				
			End April '13							
			End July '13							
			End July '13							
			100% Compliance				Annually			
			Compliance	% Compliance to Performance Audit Requirements as stipulated in the AG Performance Dashboards	N/A					

Signatures: Employee:  Date 07.08.2012 Supervisor:  Date
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Msunduzi Personal Development Plan



MUNICIPALITY:	Msunduzi Municipality
NAME:	Thokozani Shadrack Maseko
JOB TITLE:	Deputy Municipal Manager: Infrastructure Services
SUPERVISOR	Municipal Manager
BUSINESS UNIT	Infrastructure Services
COMPONENT:	

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?

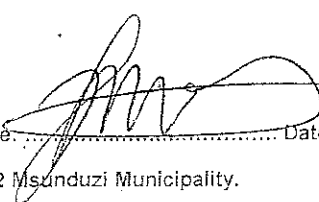
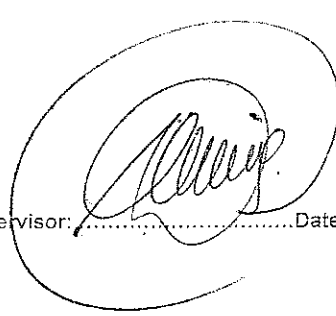
- Financial Management
- People Management & Empowerment
- Client orientation & Customer Focus
- Strategic capability, governance and leadership
- Programme and project management
- Knowledge Management
- Service Delivery Innovation
- Honesty and integrity

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

- People Management & Empowerment
- Client orientation & Customer Focus
- Strategic capability and leadership
- Programme and project management
- Service Delivery Innovation
- Honesty and integrity
- Change Management

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

- Development Finance
- Knowledge Management

Signatures: Employee:  Date: 07-08-12 Supervisor:  Date:



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

- Organizational Strategic direction and Leadership

6. Actions/Training interventions to address future progression

- Development Points (CPD) as a requirement for ECSA for Professional Engineers and technologists
- Programme for Municipal Development
- Bachelor degree in Commerce/ Business Administration
- Knowledge Management course

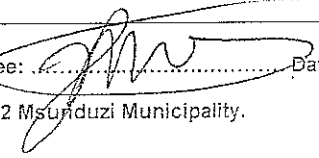
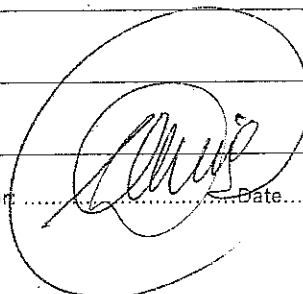
7. Comments/Remarks of the Incumbent

Training and development in a work place is valuable tool to improve effectiveness, Efficiency and institutional capacity to meet current and future organizational objectives and citizens needs.

8. Comments/Remarks of the supervisor

IMPACT ASSESSMENT

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

Signatures: Employee:  Date: 07-08-12 Supervisor:  Date:

Msunduzi Personal Development Plan



Agreed upon:

Signature:

Supervisor:

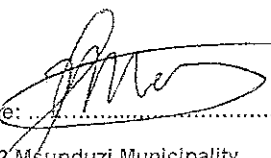
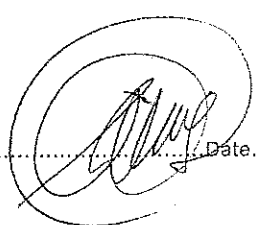
Date:

Signature:

Incumbent:

Date:

Date of next review:

Signatures: Employee:  Date: 07-08-12 Supervisor:  Date: