



**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 (Acting) (Supervisor)*

**AND**

*Mr. Vusumuzi Cele (Full Name)*

As the *GM: Infrastructure Services (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: ~~01/07/2022~~ Supervisor:  Date: 11/07/2022



**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	:	08554230
Management level	:	Level 2
Component	:	Infrastructure Services
Unit	:	Infrastructure Services
Location	:	AS Chetty Building
Occupational classification	:	Senior Management (Section 56)
Designation	:	General Manager: Infrastructure Services

*LMV-C*



#### 4. JOB PURPOSE

The purpose of the GM: Infrastructure Services 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 GM: Infrastructure Services is to assist the City 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 GM: Infrastructure Services and has the responsibility for Municipal Infrastructure Services. The incumbent will provide continuous Management and other relevant information to the City Manager in the Municipality's delivery of services.

#### 5. JOB FUNCTIONS

The key functions of the jobholder are to:

- ⇒ *Municipal Infrastructure Planning*
- ⇒ *Mechanical Workshops*
- ⇒ *Project Management*
- ⇒ *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 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 TRANSFORMATION & ORGANISATIONAL DEVELOPMENT	20
2. WORKPLAN 2: BASIC SERVICE DELIVERY	40
3. WORKPLAN 3: FINANCIAL VIABILITY AND MANAGEMENT	30
4. WORKPLAN 4: PERFORMANCE MANAGEMENT	10
<b>TOTAL</b>	<b>100%</b>

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

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



7.4

<b>Core Managerial Competencies</b>		<b>Weight</b>
1	Strategic Direction and Leadership	10%
2	People Management	10%
3	Programme and Project Management	10%
4	Financial Management	10%
5	Change Leadership	10%
6	Governance Leadership	10%
7	Moral Competence	10%
8	Planning & Organising	10%
9	Analysis & Innovation	5%
10	Knowledge & Information Management	5%
11	Communication	5%
12	Results & Quality Focus	5%
	<b>Total</b>	<b>100%</b>

**\* Compulsory**

NOTE: WEIGHTING OF CMCs MUST TOTAL 100%

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



**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 2020/2021	AUGUST/SEPTEMBER 2022
QUARTER 1 – 2021/2022 FINANCIAL YEAR (ORAL)	NOVEMBER/DECEMBER 2022
QUARTER 2 – 2021/2022 FINANCIAL YEAR	FEBRUARY 2023
QUARTER 3 – 2021/2022 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 1<sup>st</sup> and 3<sup>rd</sup> Quarter Assessments. Assessments will entail a review of progress made in respect of the fulfilling of the aforesaid responsibilities and may lead to modifications in either responsibilities or methods of assessment.



**12. DISPUTE RESOLUTIONS**

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

**13. AMENDMENT OF AGREEMENT**

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


14. The following are annexures of this individual annual performance agreement for the 2021/22 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**

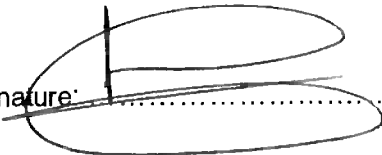
The contents of this document have been discussed and agreed with the Jobholder concerned.

Name of Jobholder: *Leon Mzobanzi Nusumuzi Cele*

Signature:  Date: *01-07-2022*

AND

Name of Supervisor: .....

Signature:  Date: *11/07/2022*




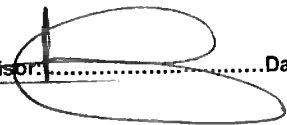
ANNEXURE A

# MSUNDUZI MUNICIPALITY

## CODE OF CONDUCT FOR MUNICIPAL STAFF MEMBERS

### SCHEDULE 2



Signatures: Employee:  Date: 01-7-2022 Supervisor:  Date: 11/07/2022





## 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.


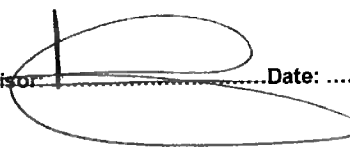


ANNEXURE B

# MSUNDUZI MUNICIPALITY

## FINANCIAL DISCLOSURE FORM



Signatures: Employee:  ..... Date: 01-07-22 ..... Supervisor:  ..... Date: 11/07/2022 .....



**FINANCIAL DISCLOSURE FORM**

I, the undersigned (surname and initials) LMV Cele of Msunduzi Municipality (Postal address) and P.O Box 532, Mtshini 42 McCullum Street, Mtshini (Residential address) employed as General Manager JFS 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>	<u>/</u>	<u>/</u>	<u>/</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>	<u>n/a</u>	<u>/</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>	<u>/</u>	<u>/</u>



Council sanction confirmed:

Signature of Municipal Manager:

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
House ERF 336	700m <sup>2</sup>	Stanger	700-000
House Mtungini	1,3m <sup>2</sup>	Mtungini	800-00



SIGNATURE OF EMPLOYEE: [Signature]

DATE: 01-07-2022

PLACE: Pietermaritzburg

**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.

[Signature] 01/07/2022

**Commissioner of Oath (Ex Officio)**  
**PR Councillor, Msunduzi Municipality**  
**City Hall, Chief Albert Luthuli Street,**  
**Pietermaritzburg**

**Commissioner of Oath / Justice of the Peace**  
 Full first names and surname: MBANJWA (Block letters)

Designation (rank): WARD COORDINATOR Ex Officio Republic of South Africa

Street address of institution: 907 SPEAKERS OFFICE  
CITY HALL GROUND FLOOR PMB 3201

Date: 01/07/2022

Place: CITY HALL PMB

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 retainerhip 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 (Acting) (Supervisor)*

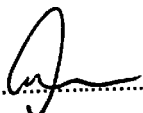
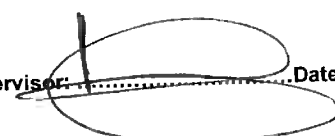
**AND**

*Mr. Vusumuzi Cele (Full Name)*

As the *GM: Infrastructure Services (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 Development.

Signatures: Employee:  ..... Date: *01/07/2022* ..... Supervisor:  ..... Date: *11/01/2022* .....



MUNICIPALITY:	MSUNDUZI MUNICIPALITY
NAME:	MR VUSUMUZI CELE
JOB TITLE:	GENERAL MANAGER: INFRASTRUCTURE SERVICES
SUPERVISOR	CITY MANAGER
UNIT	INFRASTRUCTURE SERVICES
COMPONENT:	INFRASTRUCTURE 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)?

Technical Expertise (Engineering Degree)  
 - Sound financial Mgt.  
 - Sound Administrative Mgt. Charge leadership  
 - Good Governance, People Mgt., Programme & Project Mgt.

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

all of the above

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

Moral Competence  
 Results and Quality focus

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

Training will be required with relevant institution should, budget permits



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

Moral Competence  
Results and Quality focus

6. Actions/Training interventions to address future progression

Budget has been put aside to address these challenges.

7. Comments/Remarks of the Incumbent

It is imperative that the abovementioned challenges be attended to to improve working capability and service delivery

8. Comments/Remarks of the supervisor

**IMPACT ASSESSMENT**

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





ANNEXURE D

**MSUNDUZI MUNICIPALITY  
PERFORMANCE WORKPLAN**



<b>EMPLOYEE NUMBER:</b>	08554230
<b>SURNAME &amp; INITIALS:</b>	CELE, LMV
<b>DESIGNATION:</b>	GENERAL MANAGER
<b>COMPONENT:</b>	INFRASTRUCTURE SERVICES
<b>UNIT:</b>	INFRASTRUCTURE SERVICES
<b>MANAGEMENT LEVEL:</b>	LEVEL 2
<b>OCCUPATIONAL CLASSIFICATION:</b>	SENIOR MANAGEMENT – SECTION 56
<b>LOCATION:</b>	AS CHETTY 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:**

01-07-2022

**SUPERVISOR:**

\_\_\_\_\_

**DATE:**

Signatures: Employee: .....

Date: 01-07-2022

Supervisor: .....

Date: .....

11/07/2022

MSUNDUZI MUNICIPALITY


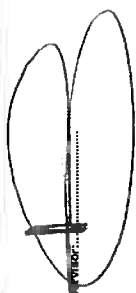
MSUNDUZI MUNICIPALITY														
NAME: MR MUSAHLI CELE		DESIGNATION: GENERAL MANAGER: INFRASTRUCTURE SERVICES												
WORKPLAN 1: NIPA 1: MUNICIPAL TRANSFORMATION & ORGANISATIONAL DEVELOPMENT		WEIGHT (%): 20%												
INDEX	IRP REFERENCE	CDS REFERENCE	NATIONAL KEY PERFORMANCE AREA	PROGRAMME	PROJECT	PROJECT PHASE	REPORTING CYCLE	BASELINE / STATUS Quo	ANNUAL TARGET / OUTPUT	PERFORMANCE MEASURE	QUARTER 1	QUARTER 2	QUARTER 3	ANNUAL
A	A3	14 - BUILDING CAPABLE & DEVELOPMENTAL MUNICIPALITY	NIPA 1 - MUNICIPAL TRANSFORMATION & ORGANISATIONAL DEVELOPMENT	Filling of posts	Critical Posts Filled	Implementation	N/A	50 % of Critical Posts Filled	50 % of Critical Posts Filled in Msunduzi Municipality by the 30th of June 2023	% of Critical Posts Filled in Msunduzi Municipality	13% of Critical Posts Filled in Msunduzi Municipality by the 30th of September 2022 (Number of posts filled vs Advertised)	25% of Critical Posts Filled in Msunduzi Municipality by the 31st of December 2022 (Number of posts filled vs Advertised)	39% of Critical Posts Filled in Msunduzi Municipality by the 31st of March 2023 (Number of posts filled vs Advertised)	50 % of Critical Posts Filled in Msunduzi Municipality by the 30th of June 2023 (Number of posts filled vs Advertised)

  
 Date: 11/07/2022  
 Supervisor: .....

Date: .....  
 Msunduzi Municipality 2022/2023



INDEX	IDP REFERENCE	CDS REFERENCE	SORBP REFERENCE	NATIONAL KEY PERFORMANCE AREA	PROGRAMME	PROJECT	PROJECT PHASE	REPORTING CYCLE	BASELINE / STATUS Quo	ANNUAL TARGET / OUTPUT	PERFORMANCE MEASURE	QUARTER 1	QUARTER 2	QUARTER 3	ANNUAL
B	2 - BACK TO BASICS	2 - BACK TO BASICS	N/A	NKPA 2 - BASIC SERVICE DELIVERY	Improved access to basic services	Number of households with access to potable (drinkable) water	Implementation	N/A	93.02% of households with access to basic level of water by the 31st of May 2022 (Application Driven) 93.02% of households with access to potable drinking water)	93.02% of households with access to basic level of water by the 30th of June 2023.  (Number of planned connections vs number of completed connections)	Percentage of households with access to basic level of water by the 31st of March 2023  (Number of planned connections vs number of completed connections)	Percentage of households with access to basic level of water by the 31st of September 2023  (Number of planned connections vs number of completed connections)	Percentage of households with access to basic level of water by the 31st of December 2022  (Number of planned connections vs number of completed connections)	Percentage of households with access to basic level of water by the 31st of March 2023  (Number of planned connections vs number of completed connections)	93.02% of households with access to basic level of water by the 30th of June 2023.  (Number of planned connections vs number of completed connections)
B	2 - BACK TO BASICS	2 - BACK TO BASICS	N/A	NKPA 2 - BASIC SERVICE DELIVERY	Water	Number of households with access to sanitation	Implementation	N/A	12 x New consumers have access to sanitation by the 31st of May 2022  55,46% of households with access to sanitation	93.02% of households with access to basic level of sanitation by the 30th of June 2023  (Number of planned connections vs number of completed connections)	Percentage of households with access to basic level of sanitation by the 31st of September 2022  (Number of planned connections vs number of completed connections)	Percentage of households with access to basic level of sanitation by the 31st of December 2022  (Number of planned connections vs number of completed connections)	Percentage of households with access to basic level of sanitation by the 31st of March 2023  (Number of planned connections vs number of completed connections)	Percentage of households with access to basic level of sanitation by the 31st of June 2023  (Number of planned connections vs number of completed connections)	55.68 of households with access to basic level of sanitation by the 30th of June 2023  (Number of planned connections vs number of completed connections)
B	2 - BACK TO BASICS	2 - BACK TO BASICS	N/A	NKPA 2 - BASIC SERVICE DELIVERY	Water	Access to piped water	Implementation	N/A	11446 households with no access to piped water supply (in line with updated information based on Census 2011)	125252 households with access to piped water supply by the 30th of June 2023	Number of households with access to piped water supply by the 31st of September 2022	152589 households with access to piped water supply by the 31st of December 2022	152600 households with access to piped water supply by the 31st of March 2023	152612 households with access to piped water supply by the 30th of June 2023.	152612 households with access to piped water supply by the 30th of June 2023.
B	2 - BACK TO BASICS	2 - BACK TO BASICS	N/A	NKPA 2 - BASIC SERVICE DELIVERY	Sanitation	Access to basic sanitation	Implementation	N/A	72707 households with no access to basic sanitation (in line with updated information based on Census 2011)	91311 households with access to basic sanitation by the 30th of June 2023	Number of households with access to basic sanitation by the 30th of September 2022	91299 households with access to basic sanitation by the 31st of December 2022	91306 households with access to basic sanitation by the 31st of March 2023	91311 households with access to basic sanitation by the 30th of June 2023	91311 households with access to basic sanitation by the 30th of June 2023
B	2 - BACK TO BASICS	2 - BACK TO BASICS	N/A	NKPA 2 - BASIC SERVICE DELIVERY	Water	Water pipeline installation	Implementation	N/A	815km of various diameter pipelines are deemed to have surpassed their design life	1.7km of new water pipeline replaced/installed by the 30th of June 2023	Km of Water pipes replaced	N/A	N/A	N/A	1.7km of new water pipeline replaced/installed by the 30th of June 2023
B	2 - BACK TO BASICS	2 - BACK TO BASICS	N/A	NKPA 2 - BASIC SERVICE DELIVERY	Water	Reservoir construction	Implementation	N/A	15 reservoirs to be upgraded due to insufficient storage capacity	2 x reservoirs constructed by 30th June 2023	Number of Reservoirs Constructed/Maintained	N/A	N/A	N/A	2 x reservoirs constructed by the 30th of June 2023
B	2 - BACK TO BASICS	2 - BACK TO BASICS	N/A	NKPA 2 - BASIC SERVICE DELIVERY	Sanitation	Sanitation pipeline	Implementation	N/A	405km of various diameter pipelines are deemed to have surpassed their design life	20.1km (cumulatively) of sanitation pipes installed in various wards by the 30th of June 2023	KM of sanitation pipes replaced	7.4km (cumulatively) of sanitation pipes installed in various wards by the 30th of September 2022	14.5km (cumulatively) of sanitation pipes installed in various wards by the 31st of December 2022	5.8km (cumulatively) of sanitation pipes installed in various wards by the 31st of May 2023	20.1km (cumulatively) of sanitation pipes installed in various wards by the 30th of June 2023
B	2 - BACK TO BASICS	2 - BACK TO BASICS	N/A	NKPA 2 - BASIC SERVICE DELIVERY	Roads	Maintenance of Roads	Implementation	N/A	117 578, 59 square meters of roads rehabilitated	35 000 square meters of roads maintained by the 30th of June 2023	Square meters of Roads Maintained annually	10 000 square meters of roads maintained by the 30th of September 2022	10 000 square meters of roads maintained by the 31st of December 2022	10 000 square meters of roads maintained by the 31st of March 2023	35 000 square meters of roads maintained by the 30th of June 2023
B	2 - BACK TO BASICS	2 - BACK TO BASICS	N/A	NKPA 2 - BASIC SERVICE DELIVERY	Road Safety	Construction of speed humps	Implementation	N/A	40 SPEED HUMPS	20 x traffic calming measure installed in various sites as per approved traffic calming implementation by the 30th of June 2023.	Number of traffic calming measure installed in various sites as per approved traffic calming implementation schedule	N/A	N/A	15 x traffic calming measures implemented by the 31st of March 2023	20 x traffic calming measure installed in various sites as per approved traffic calming implemented by the 30th of June 2023

Signature:  Date: 11/07/2022  
 Signature:  Date: 11/07/2022  
 Maundoz Municipality 2022/2023

MAUNDULZI MUNICIPALITY															
DESIGNATION: GENERAL MANAGER: INFRASTRUCTURE SERVICES															
WEBSITE: <a href="http://www.maudulzi.gov.za">www.maudulzi.gov.za</a>															
INDEX	REF REFERENCE	CDP REFERENCE	SOBIP REFERENCE	NATIONAL SERVICE DELIVERY AREA	PROGRAMME	PROJECT	PROJECT PHASE	REPORTING CYCLE	STATUS quo	ANNUM TARGET / QUANT	MEASURE	QUARTER 1	QUARTER 2	QUARTER 3	ANNUAL
9	B1	2 - BACK TO BASICS	N/A	NKPA 2 - BASIC SERVICE DELIVERY	Roads	Upgrading of roads	Implementation	N/A	7.23km of roads upgraded from gravel to all weather surface	5.5 KM of roads constructed in ward 5, 11, 7, 8 and 11 by June 2023	KM of roads constructed	N/A	N/A	7.1 km of roads constructed by the 31st of March 2023	5.5 KM of roads constructed in ward 5, 11, 7, 8 and 11 by the 30th of June 2023
9	B1	3 - IMPROVING INFRASTRUCTURE EFFICIENCY	N/A	NKPA 2 - BASIC SERVICE DELIVERY	Road Safety	Road markings	Implementation	N/A	83km of roads marked	100 KM of road markings done annually	KM of road markings done	20km of road markings done by 31st September 2022	70km of road markings done by 31st December 2022	70km of road markings done by the 31st of March 2023	100km of road markings done by the 30th of June 2023
B	B1	3 - IMPROVING INFRASTRUCTURE EFFICIENCY	N/A	NKPA 2 - BASIC SERVICE DELIVERY	Stormwater	Maintenance of stormwater	Implementation	N/A	NIL	100 KM of storm water draining maintained by 30 June 2023	KM of storm water draining maintained	5km of storm water drains maintained by the 31st of September 2022	15km of storm water drains maintained by the 31st of December 2022	15km of storm water drains maintained by the 31st of March 2023	20 KM of storm water draining maintained by the 30th of June 2023
B	B1	3 - IMPROVING INFRASTRUCTURE EFFICIENCY	N/A	NKPA 2 - BASIC SERVICE DELIVERY	Roads	Road maintenance	Implementation	N/A	NIL	1000 square meters of Pedestrian pathways maintained by 30 June 2023	Square meters of Pedestrian pathways Maintained	200 square meters of pedestrian walkways maintained by the 30th of September 2022	500 square meters of pedestrian walkways maintained by the 31st of December 2022	700 square meters of pedestrian walkways maintained by the 31st of March 2023	1000 square meters of Pedestrian pathways maintained by the 30th of June 2023
B	B1	2 - BACK TO BASICS	N/A	NKPA 2 - BASIC SERVICE DELIVERY	Roads	Roads Maintenance	Implementation	N/A	28km of gravel roads maintained	30 km of Gravel roads upgraded by 30 June 2022	km of Gravel roads upgraded	5km of gravel roads maintained by the 30th of September 2022	12 km of gravel roads maintained by the 30th of December 2022	20km of gravel roads maintained by the 31st of March 2023	30 km of Gravel roads upgraded by the 30th of June 2023

Signature:  Date: 11/07/2022


Date: ..... Maundulzi Municipality 2022/2023

MSUNDUZI MUNICIPALITY  
 DESIGNATION: GENERAL MANAGER: INFRASTRUCTURE SERVICES  
 NAME: MR. VUSUMIZI CELE  
 WORKPLAN 3: NKPA 4 - FINANCIAL VIABILITY & MANAGEMENT  
 (WEIGHT (%): 10%)


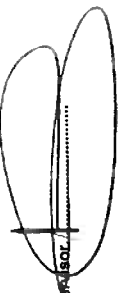
INDEX	IDP REFERENCE	CD5 REFERENCE	NATIONAL KEY PERFORMANCE AREA	PROGRAMME	PROJECT	PROJECT PHASE	REPORTING CYCLE	BASELINE / STATUS QUO	ANNUAL TARGET / OUTPUT	PERFORMANCE MEASURE	QUARTER 1	QUARTER 2	QUARTER 3	ANNUAL
D	D2	4 - BUILDING FINANCIAL VIABILITY & SUSTAINABILITY	NKPA 4 - FINANCIAL VIABILITY & MANAGEMENT	Capital Expenditure	Capital Expenditure spent	Implementation	N/A	100% of Capital Expenditure spent for the Infrastructure Services Business Unit	100% of Capital Expenditure spent for the Infrastructure Services Business Unit by the 30th of June 2023 (Capital Expenditure spent vs original budget)	100% of Capital Expenditure spent for the Infrastructure Services Business Unit	5% of Capital Expenditure spent for the Infrastructure Services Business Unit by the 30th of September 2022 (Capital Expenditure spent vs Original budget per quarter)	50% of Capital Expenditure spent for the Infrastructure Services Business Unit by the 31st of December 2022 (Capital Expenditure spent vs Original budget per quarter)	75% of Capital Expenditure spent for the Infrastructure Services Business Unit by the 31st of March 2023 (Capital Expenditure spent vs Original budget per quarter)	100% of Capital Expenditure spent for the Infrastructure Services Business Unit by the 30th of June 2023 (Capital Expenditure spent vs Original budget)
D	D2	4 - BUILDING FINANCIAL VIABILITY & SUSTAINABILITY	NKPA 4 - FINANCIAL VIABILITY & MANAGEMENT	Operational Expenditure	Operational Expenditure spent	Implementation	N/A	100% of Operational Expenditure spent for the Infrastructure Services Business Unit	100% of Operational Expenditure spent for the Infrastructure Services Business Unit by the 30th of June 2023 (Operational Expenditure spent vs Original budget)	100% of Operational Expenditure spent for the Infrastructure Services Business Unit	5% of Operational Expenditure spent for the Infrastructure Services Business Unit by the 30th of September 2022 (Operational Expenditure spent vs Original budget per quarter)	50% of Operational Expenditure spent for the Infrastructure Services Business Unit by the 31st of December 2022 (Operational Expenditure spent vs Original budget per quarter)	75% of Operational Expenditure spent for the Infrastructure Services Business Unit by the 31st of March 2023 (Operational Expenditure spent vs Original budget per quarter)	100% of Operational Expenditure spent for the Infrastructure Services Business Unit by the 30th of June 2023 (Operational Expenditure spent vs Original budget)

Signatures: Employee:  Date: 11/12/22  
 Supervisor:  Date: 11/01/2022

INDEX	IDP REFERENCE	CDS REFERENCE	NATIONAL KEY PERFORMANCE AREA	PROGRAMME	PROJECT	BASELINE / STATUS QNO	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	SDBIP & OP	N/A	Submission towards the Development of the Municipal SDBIP 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 SDBIP 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 SDBIP 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 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	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 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	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 21/23 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

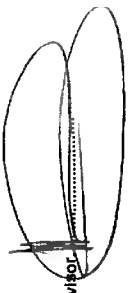
Signatures Employee  Date 17/12/22  
 Supervisor  Date 11/01/2023

WORKPLAN 4: PERFORMANCE MANAGEMENT		MONITORING AND REPORTING		DESIGNATION: GENERAL MANAGER: INFRASTRUCTURE SERVICES		WEIGHT (%): 10%	
E	E1	1 - BUILDING A CAPABLE & DEVELOPMENTAL MUNICIPALITY	NKPA 5 - GOOD GOVERNANCE & PUBLIC PARTICIPATION	Monitoring and Reporting	Monthly Sectional Meetings (Branch, Staff & Manco) conducted by the 30th of June 2023	N/A	12 x Monthly Sectional Meetings (Branch, Staff & Manco) conducted by the 30th of June 2023
A	A1	1 - BUILDING A CAPABLE & DEVELOPMENTAL MUNICIPALITY	NKPA 1 - MUNICIPAL TRANSFORMATION & ORGANIZATIONAL DEVELOPMENT	Monitoring and Reporting	POE submission for Monthly Sectional Meetings (Branch, Staff & Manco) as per City Managers Minute dated 24th of June 2023	N/A	12 x Monthly Sectional Meetings (Branch, Staff & Manco) Portfolio's of Evidence (minutes & registers) submitted to the Strategic Planning & OC, P & KM units for monitoring purposes by the 30th of June 2023
F	F1	1 - BUILDING A CAPABLE & DEVELOPMENTAL MUNICIPALITY	NKPA 6 - CROSS CUTTING	Monitoring and Reporting	SDBIP / Operational Plan 22/23 FY Monthly submissions	Monthly & Quarterly	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
B	B1	1 - BUILDING A CAPABLE & DEVELOPMENTAL MUNICIPALITY	NKPA 2 - BASIC SERVICE DELIVERY	Monitoring and Reporting	Back to Basics (B2B) quarterly submissions - KZN COGTA	N/A	4 x Quarterly B2B submissions prepared and submitted as per stipulated timeframes to the OC, P & KM unit for onwards transmission to KZN COGTA by the 30th of June 2023
							9 x Monthly Sectional Meetings (Branch, Staff & Manco) conducted by the 31st of March 2023
							6 x Monthly Sectional Meetings (Branch, Staff & Manco) conducted by the 31st of December 2022
							3 x Monthly Sectional Meetings (Branch, Staff & Manco) conducted by the 30th of September 2022
							6 x Monthly Sectional Meetings (Branch, Staff & Manco) Portfolio's of Evidence (minutes & registers) submitted to the Strategic Planning & OC, P & KM units for monitoring purposes by the 31st of December 2022
							3 x Monthly Sectional Meetings (Branch, Staff & Manco) Portfolio's of Evidence (minutes & registers) submitted to the Strategic Planning & OC, P & KM units for monitoring purposes by the 30th of September 2022
							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
							5 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
							4 x Quarterly B2B submissions prepared and submitted as per stipulated timeframes to the OC, P & KM unit for onwards transmission to KZN COGTA by the 30th of June 2023
							3 x Quarterly B2B submissions prepared and submitted as per stipulated timeframes to the OC, P & KM unit for onwards transmission to KZN COGTA by the 31st of March 2023
							2 x Quarterly B2B submissions prepared and submitted as per stipulated timeframes to the OC, P & KM unit for onwards transmission to KZN COGTA by the 31st of December 2022
							1 x Quarterly B2B submissions prepared and submitted as per stipulated timeframes to the OC, P & KM unit for onwards transmission to KZN COGTA by the 30th of September 2022
							Q4 / Annual 21/22 FY report
							Q1 22/23 FY report
							Q2 22/23 FY report
							Q3 22/23 FY report

Signatures Employee  Date 17/12/22  
 Date 11/07/2022  
 Supervisor 

NAME: MR VUSUMUZI CELE  
 WORKPLAN 4: PERFORMANCE MANAGEMENT

A	A3	1 - BUILDING A CAPABLE & DEVELOPMENTAL MUNICIPALITY	NKPA 1 - MUNICIPAL TRANSFORMATION & ORGANIZATIONAL DEVELOPMENT	Individual Performance	Cascading of Performance	Nil	Cascading of individual Performance to next level of organogram within my span of control 22/23 FY	Date of Cascading of individual Performance to next level of organogram within my span of control 22/23 FY	Number of Quarterly Performance Assessments conducted as per the approved PMS Framework 22/23 FY	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 June 2022	Cascading of individual Performance to next level of organogram within my span of control 22/23 FY by the 30th of June 2023
A	A3	1 - BUILDING A CAPABLE & DEVELOPMENTAL MUNICIPALITY	NKPA 1 - MUNICIPAL TRANSFORMATION & ORGANIZATIONAL DEVELOPMENT	Assessments	Performance Assessments	Nil	Quarterly Performance Assessments conducted as per the approved PMS Framework 22/23 FY by the 30th of June 2023	22/23 FY	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 June 2022	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 June 2022	Cascading of individual Performance to next level of organogram within my span of control 22/23 FY by the 30th of June 2023
A	A1	1 - BUILDING A CAPABLE & DEVELOPMENTAL MUNICIPALITY	NKPA 1 - MUNICIPAL TRANSFORMATION & ORGANIZATIONAL DEVELOPMENT	AG findings	Response to AG queries	N/A	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	% Submission of Responses to the Auditor General Queries within specified timeframes as per the AG Queries Tracking tool	100% Submission of Responses to the Auditor General request for information within specified timeframes by the 31st of March 2023	100% Submission of Responses to the Auditor General request for information within specified timeframes by the 31st of December 2022	100% Submission of Responses to the Auditor General request for information within specified timeframes by the 31st of March 2023	100% Submission of Responses to the Auditor General request for information within specified timeframes by the 30th of June 2023	Cascading of individual Performance to next level of organogram within my span of control 22/23 FY by the 30th of June 2023
A	A1	1 - BUILDING A CAPABLE & DEVELOPMENTAL MUNICIPALITY	NKPA 1 - MUNICIPAL TRANSFORMATION & ORGANIZATIONAL DEVELOPMENT	AG findings - POE submissions	Response to AG queries	N/A	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	% Submission of Responses to the Auditor General Queries within specified timeframes as per the AG Queries Tracking tool	100% Submission of Responses to the Auditor General request for information within specified timeframes by the 31st of March 2023	100% Submission of Responses to the Auditor General request for information within specified timeframes by the 31st of December 2022	100% Submission of Responses to the Auditor General request for information within specified timeframes by the 31st of March 2023	100% Submission of Responses to the Auditor General request for information within specified timeframes by the 30th of June 2023	Cascading of individual Performance to next level of organogram within my span of control 22/23 FY by the 30th of June 2023
A	A1	1 - BUILDING A CAPABLE & DEVELOPMENTAL MUNICIPALITY	NKPA 1 - MUNICIPAL TRANSFORMATION & ORGANIZATIONAL DEVELOPMENT	AG findings - Queries resolved	Response to AG queries	N/A	100% of Auditor General Queries resolved within specified timeframes as per the AG Queries Tracking tool by the 30th of June 2023	% of Auditor General Queries resolved within specified timeframes as per the AG Queries Tracking tool	100% of Auditor General findings resolved within specified timeframes as per the AG Queries Tracking tool by the 31st of March 2023	100% of Auditor General findings resolved within specified timeframes as per the AG Queries Tracking tool by the 31st of December 2022	100% of Auditor General findings resolved within specified timeframes as per the AG Queries Tracking tool by the 31st of March 2023	100% of Auditor General findings resolved within specified timeframes as per the AG Queries Tracking tool by the 30th of June 2023	Cascading of individual Performance to next level of organogram within my span of control 22/23 FY by the 30th of June 2023



Signatures Employee ..... Date 17/07/2022 ..... Supervisor  
 Date 11/07/2022 ..... Msunduzi Municipality 2022/2023



MSUNDUZI MUNICIPALITY  
DESIGNATION: GENERAL MANAGER: INFRASTRUCTURE SERVICES

NAME: MR VUSUMUZI CELE  
WORKPLAN 4: PERFORMANCE MANAGEMENT

WEIGHT (%): 10%

		Interns	Monthly	100% Monitoring and Mentoring of Interns as per approved Internship Policy by the 30th of June 2023	% Monitoring and Mentoring of Interns as per approved Internship Policy	100% Monitoring and Mentoring of Interns as per approved Internship Policy by the 30th of September 2022	100% Monitoring and Mentoring of Interns as per approved Internship Policy by the 31st of December 2022	100% Monitoring and Mentoring of Interns as per approved Internship Policy by the 31st of March 2023	100% Monitoring and Mentoring of Interns as per approved Internship Policy by the 30th of June 2023
A	A1	NKPA 1 - MUNICIPAL TRANSFORMATION & ORGANIZATIONAL DEVELOPMENT	Increasing institutional capacity	Monthly	100% Monitoring and Mentoring of Interns as per approved Internship Policy by the 30th of June 2023	% Monitoring and Mentoring of Interns as per approved Internship Policy	100% Monitoring and Mentoring of Interns as per approved Internship Policy by the 30th of September 2022	100% Monitoring and Mentoring of Interns as per approved Internship Policy by the 31st of March 2023	100% Monitoring and Mentoring of Interns as per approved Internship Policy by the 30th of June 2023
D	D1	NKPA 4 - MUNICIPAL FINANCIAL VIABILITY	Monitoring and Reporting	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	% Implementation of the Financial recovery plan as per Council Approved Financial Recovery plan for the respective units within your control	100% % Implementation of the Financial recovery plan as per Council Approved Financial Recovery plan for the respective units within	100% % Implementation of the Financial recovery plan as per Council Approved Financial Recovery plan for the respective units within your control by the 31st of March 2023	100% Implementation of the Financial recovery plan as per Council Approved Financial Recovery plan for the respective units within
E	E1	NKPA 5 - GOOD GOVERNANCE & PUBLIC PARTICIPATION	Increasing institutional capacity	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	% Implementation of Consequence management for all staff breaching Councils Approved Fleet Management policy as per notifications received via EW COP	100% Implementation of Consequence management for all staff breaching Councils Approved Fleet Management policy as per notifications received via EW COP by the 30th of September 2022	100% Implementation of Consequence management for all staff breaching Councils Approved Fleet Management policy as per notifications received via EW COP by the 31st of March 2023	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
A	A3	1 - BUILDING A CAPABLE & DEVELOPMENTAL MUNICIPALITY	Monitoring and Reporting	Ad hoc	100% Submission of the Portfolio of Evidence for the Business units specific Information reported on in the Annual Performance Report 21/22 FY to Internal Audit for Audit purposes by the 10th of August 2022	% Submission of the Portfolio of Evidence for the Business units specific Information reported on in the Annual Performance Report 21/22 FY to Internal Audit for Audit purposes	100% Submission of the Portfolio of Evidence for the Business units specific Information reported on in the Annual Performance Report 21/22 FY to Internal Audit for Audit purposes by the 10th of August 2022	N/A	N/A
A	A3	NKPA 1 - MUNICIPAL TRANSFORMATION & ORGANIZATIONAL DEVELOPMENT	Monitoring and Reporting	Ad hoc	100% Submission of the Portfolio of Evidence for the Business units specific Information reported on in the Annual Performance Report 21/22 FY to the Auditor General for Audit purposes as per stipulated timeframes and requests	% Submission of the Portfolio of Evidence for the Business units specific Information reported on in the Annual Performance Report 21/22 FY to the Auditor General for Audit purposes as per stipulated timeframes and requests	100% Submission of the Portfolio of Evidence for the Business units specific Information reported on in the Annual Performance Report 21/22 FY to the Auditor General for Audit purposes as per stipulated timeframes and requests	100% Submission of the Portfolio of Evidence for the Business units specific Information reported on in the Annual Performance Report 21/22 FY to the Auditor General for Audit purposes as per stipulated timeframes and requests	N/A



Date: 11/01/2022

Supervisor: .....