



INDIVIDUAL ANNUAL PERFORMANCE AGREEMENT

ENTERED INTO BY AND BETWEEN:

MSUNDUZI MUNICIPALITY

Herein represented by:

Nelisiwe Ngcobo **(Full Name)**

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

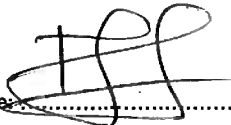

AND

Felix Nxumalo **(Full Name)**

As the *GM: Sustainable Development and City Entities* **(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: *05/07/2022* 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 : 106850

Management level : Level 2



Component : Sustainable Development and City Enterprises

Unit : Sustainable Development and City Enterprises

Location : Head Office – Professor Nyembezi Building

Occupational classification : Senior Management (Section 56)

Designation : General Manager: Sustainable Development and City Entities

 05/07/2022 



4. JOB PURPOSE

The purpose of the GM: Sustainable Development and City Entities' 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: Sustainable Development and City Entities is to assist the City Manager (A) in implementing the Municipality's Strategic Objectives by ensuring efficient provisioning and management of Municipal Sustainable Development and City Entities, 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: Sustainable Development and City Entities and has the responsibility for Municipal Sustainable Development and City Entities. The incumbent will provide continuous Management and other relevant information to the City Manager (A) in the Municipality's delivery of services.

5. JOB FUNCTIONS

The key functions of the jobholder are to:

- ⇒ Provide strategic leadership and management in the provision of:
- ⇒ Sustainable Development and City Entities and Growth: (SMME, Informal trade, Business attraction, retention, investment and Municipal Enterprises) – Development Management Compliance and Forward Planning. – Real Estate and Housing. – Environmental Management and Land Survey
- ⇒ Provide strategic support to the Municipal Manager
- ⇒ Executing statutory obligations and delegated powers
- ⇒ Effective management of Municipal Enterprises, Tourism, Satellite Markets
- ⇒ Diligent and proper execution of council resolutions
- ⇒ Fulfilling the role of Administrative Head for Development Services
- ⇒ Promoting customer satisfaction in accordance with Batho Pele Principles
- ⇒ Promoting and facilitating appropriate land development

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.

05/07/2022



- ⇒ 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

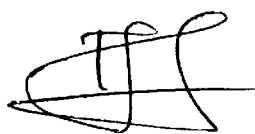
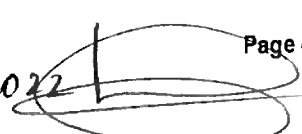
Performance will be assessed according to the information contained in the Workplan.

- 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 & ORGANIZATIONAL DEVELOPMENT	10%
2. WORKPLAN 2: LOCAL ECONOMIC DEVELOPMENT	30%
3. WORKPLAN 3: FINANCIAL VIABILITY & MANAGEMENT	20%
4. WORKPLAN 4: CROSS CUTTING	30%
5. WORKPLAN 5: PERFORMANCE MANAGEMENT	10%
TOTAL	100%

NOTE: WEIGHTING OF KPAs MUST TOTAL 100%

 05/07/2022 



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



7.4

Core Managerial Competencies		Weight
1	Strategic Direction and Leadership	20%
2	People Management	20%
3	Programme and Project Management	20%
4	Financial Management	20%
5	Change Leadership	10%
6	Governance Leadership	10%
	Total	100%

*** Compulsory**

NOTE: WEIGHTING OF CMCs MUST TOTAL 100%

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

 05/07/2022 



8. PERFORMANCE ASSESSMENT

The assessment of an Employee shall be based on his performance in relation to the KPAs and CMCs and performance indicators, as set out in this PERFORMANCE PLAN and attached WORKPLAN. The performance of the employee in respect of all individual KPAs and all individual

KPAs and CMCs will be assessed using a 5-point rating scale, i.e.:

- ⇒ 5 = OUTSTANDING PERFORMANCE
- ⇒ 4 = PERFORMANCE SIGNIFICANTLY ABOVE EXPECTATIONS
- ⇒ 3 = FULLY EFFECTIVE
- ⇒ 2 = PERFORMANCE NOT FULLY EFFECTIVE
- ⇒ 1 = UNACCEPTABLE PERFORMANCE

The total KPAs and the total CMCs scores are combined to produce an overall performance percentage score with percentage ranges that coincide with the above 5-point assessment scale.

Employees: KPAs shall contribute 80% and CMCs 20% of the final assessment

9. FEEDBACK

Performance feedback shall be in writing on the Second Quarter Review Form and Annual Review Form, based on the Employer’s assessment of the Employee’s performance in relation to the KPAs and GAFs and standards outlined in this performance plan and taking into account the Employee’s self-assessment.


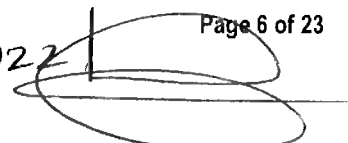
10. DEVELOPMENTAL REQUIREMENTS

10.1 The Supervisor and the Jobholder agree that the Jobholder’s key development needs are in relation to his/her current job and envisaged career path in the Municipality. Data on areas for development are identified in the Personal Development Plan (attached)

11. TIMETABLE AND RECORDS OF REVIEW DISCUSSIONS AND ANNUAL ASSESSMENT

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

Assessment results (*Mid-Year review & annual evaluation*) shall be recorded in writing. Incumbents will be assessed by the Municipal Assessment Committee in their Mid-year and Annual Reviews. Incumbents will be orally assessed by their Supervisor for their 1st and 3rd Quarter Assessments. Assessments will entail a review of progress made in respect of the fulfilling of the aforesaid responsibilities and may lead to modifications in either responsibilities or methods of assessment.

 05/07/2022 



12. DISPUTE RESOLUTIONS

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

13. AMENDMENT OF AGREEMENT

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


14. The following are annexures of this individual annual performance agreement for the 2022/23 financial year:

- ANNEXURE A: CODE OF CONDUCT FOR MUNICIPAL STAFF MEMBERS**
- ANNEXURE B: FINANCIAL DECLARATION FORM**
- ANNEXURE C: PERSONAL DEVELOPMENT PLAN**
- ANNEXURE D: INDIVIDUAL WORKPLAN**

15. SIGNATURES OF PARTIES TO THE AGREEMENT

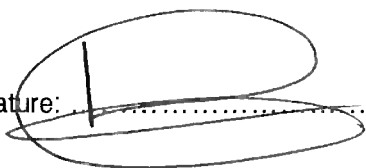
The contents of this document have been discussed and agreed with the Jobholder concerned.

Name of Jobholder: FELIX THEMINKOSI NXUMALO

Signature:  Date: 05/07/2022

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: 05/07/22 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

05/07/2022



(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

 05/07/2022 | 



functionary of the council, or a councillor, with a view to obtaining any appointment, promotion, privilege, advantage or benefit, or for a family member, friend or associate;

(b) mislead or attempt to mislead the council, or a structure or functionary of the council, in its consideration of any matter; or

(c) be involved in a business venture with a councillor without the prior written consent of the council of the municipality.

8. Rewards, gifts and favours

- (1) A staff member of a municipality may not request, solicit or accept any reward, gift or favour for— (a) persuading the council of the municipality, or any structure or functionary of the council, with regard to the exercise of any power or the performance of any duty;
- (b) making a representation to the council, or any structure or functionary of the council; (c) disclosing any privileged or confidential information; or
- (d) doing or not doing anything within that staff member's powers or duties.

- (2) A staff member must without delay report to a superior official or to the speaker of the council any offer which, if accepted by the staff member, would constitute a breach of sub item (1).

9. Council property

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

10. Payment of arrears

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

11. Participation in elections

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

12. Sexual harassment

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

13. Reporting duty of staff members

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

05/07/2022



14. Breaches of Code

Breaches of this Code must be dealt with in terms of the disciplinary procedures of the municipality envisaged in section 67(1)(h) of this Act.

14 A. Disciplinary steps

- (1) A breach of this Code is a ground for dismissal or other disciplinary steps against a staff member who has been found guilty of such a breach.

- (2) Such other disciplinary steps may include—
 - (a) suspension without pay for no longer than three months; (b) demotion;
 - (c) transfer to another post;
 - (d) reduction in salary, allowances or other benefits; or
 - (e) an appropriate fine.

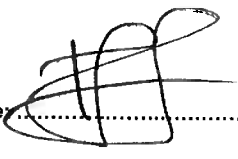
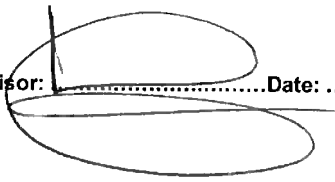


ANNEXURE B

MSUNDUZI MUNICIPALITY

FINANCIAL DISCLOSURE FORM



Signatures: Employee:  Date: 05/07/22 Supervisor:  Date: 11/07/2022



FINANCIAL DISCLOSURE FORM

I, the undersigned (surname and initials) NXUMALO F.T. of P O BOX 3161, PIETERMARITZBURG, 3200 (Postal address) and 4 ABBUCKLE PLACE, MONTROSE, PIETERMARITZBURG, 3201 (Residential address) employed as ~~MSUNDUZI MUNICIPALITY~~ GENERAL MANAGER at the MSUNDUZI MUNICIPALITY 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
/			/

2. Directorships and Partnerships

See information sheet: Note (2)

Name of Corporate entity, partnership or firm	Type of business	Amount of Remuneration or Income
/		/

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
/		/

05/07/2022



Council sanction confirmed:

Signature of Mayor: _____

Date:

4. Consultancies and retainerships

See information sheet: Note (4)

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

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


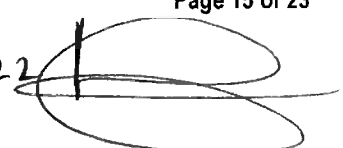
See information sheet: Note (6)

Description	Value	Source
/	/	/
/	/	/
/	/	/

7. Land and property

See information sheet: Note (7)

Description	Extent	Area	Value
PTN 287 (OF 259) OF ERF 1531 PMB		1,743 M2	R2,6 MILLION
EDS/428		375 M2	R560 000

 05/07/2022 



SIGNATURE OF EMPLOYEE: _____

[Handwritten signature]

DATE: 05/07/2022

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.

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: _____

CLIVE JEFFERY ANTHONY
EX-OFFICIO COMMISSIONER OF OATHS
MANAGER ENVIRONMENTAL HEALTH UNIT
MSUNDUZI MUNICIPALITY
P.O. BOX 89, PIETERMARITZBURG

CONTENTS NOTED: MAYOR _____

DATE: _____



INFORMATION SHEET FOR THE GENERIC FINANCIAL DISCLOSURE FORM

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

Disclosure form (Annexure A):

NOTE 1: Shares and other financial interests

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

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

NOTE 2: Directorships and partnerships

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

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

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

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

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

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

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

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

NOTE 4: Consultancies and retainerships

Designated employees are required to disclose the following details with regard to consultancies and retainerships:

- The nature of the consultancy or retainership of any kind;



- The name and type of business activity, of the client concerned; and
- The value of any benefits received for such consultancy or retainerships.

NOTE 5: Sponsorships

Designated employees are required to disclose the following details with regard to sponsorships:

- The source of the sponsorship;
- The description of the sponsorship; and
- The value of the sponsorship.

NOTE 6: Gifts and hospitality from a source other than a family member

Designated employees are required to disclose the following details with regard to gifts and hospitality:

- A description and the value and source of a gift with a value in excess of R350.00;
- A description and the value of gifts from a single source which cumulatively exceed the value of R350.00 in the relevant 12 month period; and
- Hospitality intended as a gift in kind.

Designated employees must disclose any material advantages that they received from any source e.g. any discount prices or rates that are not available to the general public. All personal gifts within the family and hospitality of a traditional or cultural nature need not be disclosed.

NOTE 7: Land and Property

Designated employees are required to disclose the following details with regard to their ownership and other interests in land and property (residential or otherwise both inside and outside the Republic):

- A description of the land or property;
- The extent of the land or property;
- The area in which it is situated; and
- The value of the interest.

05/07/2022



ANNEXURE C

PERSONAL DEVELOPMENT PLAN

ENTERED INTO BY AND BETWEEN:

MSUNDUZI MUNICIPALITY

Herein represented by:

Nelisiwe Ngcobo (Full Name)

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

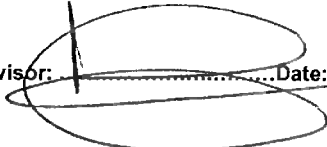
AND

Felix Nxumalo (Full Name)

As the GM: Sustainable Development and City Entities (Jobholder)

PERIOD OF DEVELOPMENT: 1 July 2022 to 30 June 2023

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

Signatures: Employee:  Date: *05/07/22* Supervisor:  Date: *11/07/2022*



MUNICIPALITY:	MSUNDUZI MUNICIPALITY
NAME:	FELIX NXUMALO
JOB TITLE:	GENERAL MANAGER: SUSTAINABLE DEVELOPMENT AND CITY ENTITIES
SUPERVISOR	CITY MANAGER (A)
UNIT	SUSTAINABLE DEVELOPMENT AND CITY ENTITIES
COMPONENT:	SUSTAINABLE DEVELOPMENT AND CITY ENTITIES

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)?

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

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

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

05/07/22



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

6. Actions/Training interventions to address future progression

7. Comments/Remarks of the Incumbent

8. Comments/Remarks of the supervisor

IMPACT ASSESSMENT

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

05/07/2022



AGREED UPON:

Signature: [Handwritten Signature]
Supervisor: N. Ngendo
Date: 11/07/2022

Signature: [Handwritten Signature]
Incumbent: FELIX THEMUBIMKOSI NYUMALO
Date: 05/07/2022

Date of next review: _____



**MSUNDUZI MUNICIPALITY
PERFORMANCE WORKPLAN**



EMPLOYEE NUMBER:	106850
SURNAME & INITIALS:	NXUMALO, F
DESIGNATION:	GENERAL MANAGER
COMPONENT:	SUSTAINABLE DEVELOPMENT AND CITY ENTERPRISES
UNIT:	SUSTAINABLE DEVELOPMENT AND CITY ENTERPRISES
MANAGEMENT LEVEL:	LEVEL 2
OCCUPATIONAL CLASSIFICATION:	SENIOR MANAGEMENT (SECTION 56)
LOCATION:	PROFESSOR NYEMBEZI BUILDING

This performance workplan has been agreed between the parties hereunder and shall be revised and assessed during the 1st Quarter (Orally), 2nd Quarter (Written), 3rd Quarter (Orally) and Annual Quarter (Written)

Signatures (WE AGREE WITH THE CONTENTS OF THIS PERFORMANCE WORKPLAN)

EMPLOYEE: _____



DATE: 05/07/2022

SUPERVISOR: _____


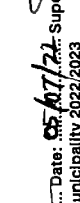
DATE: 05/07/2022

Signatures: Employee: _____ Date: 05/07/22 Supervisor: _____ Date: _____



MSUNDUZI MUNICIPALITY											
NAME: MR FELIX NKUMALO											
DESIGNATION: GENERAL MANAGER: SUSTAINABLE DEVELOPMENT & CITY ENTITIES											
WORKPLAN 1: MUNICIPAL TRANSFORMATION & ORGANIZATIONAL DEVELOPMENT											
WEIGHT (%): 10%											
INDEX	IDP REFERENCE	NATIONAL KEY PERFORMANCE AREA	PROGRAMME	PROJECT	BASELINE / STATUS	ANNUAL TARGET / OUTPUT	UNIT OF MEASURE	QUARTER 1	QUARTER 2	QUARTER 3	ANNUAL
A	AI	MEPA 1 - MUNICIPAL TRANSFORMATION & ORGANIZATIONAL DEVELOPMENT	Filling of posts	Critical Posts Filled	N/A	50 % of Critical Posts Filled Sustainable Development & City Enterprises unit by the 30th of June 2023	% of Critical Posts Filled	13% of Critical Posts Filled Sustainable Development & City Enterprises unit by the 30th of September 2022 (Number of posts filled vs Advertised)	26% of Critical Posts Filled Sustainable Development & City Enterprises unit by the 31st of December 2022 (Number of posts filled vs Advertised)	39% of Critical Posts Filled Sustainable Development & City Enterprises unit by the 31st of March 2023 (Number of posts filled vs Advertised)	50 % of Critical Posts Filled Sustainable Development & City Enterprises unit by the 30th of June 2023 (Number of posts filled vs Advertised)

Signatures: Employee:  Date: 05/07/22
 Supervisor:  Date: 11/07/2022

INDEX	LOCAL REFERENCE	NATIONAL KEY PERFORMANCE AREA	PROGRAMME	PROJECT	BASELINE / STATUS	ANNUAL TARGET / OUTPUT	UNIT OF MEASURE	QUARTER 1	QUARTER 2	QUARTER 3	QUARTER 4	ANNUAL
C1	NKPA 3 - LOCAL ECONOMIC DEVELOPMENT	ECONOMIC DEVELOPMENT	Community Work Programme implemented and cooperatives supported	Number of work opportunities created through LED development initiatives including Capital Projects	1000 x work opportunities created through LED development initiatives including Capital Projects by the 30th of June 2022	1000 x work opportunities created through LED development initiatives including Capital Projects by the 30th of June 2023	Number of work opportunities	250 x work opportunities created through LED development initiatives including Capital Projects by the 30th of September 2022	500 x work opportunities created through LED development initiatives including Capital Projects by the 31st of December 2022	750 x work opportunities created through LED development initiatives including Capital Projects by the 31st of March 2023	1000 x work opportunities created through LED development initiatives including Capital Projects by the 30th of June 2023	
C2	NKPA 3 - LOCAL ECONOMIC DEVELOPMENT	ECONOMIC DEVELOPMENT	Business Licensing	Business Registration Database	330 Businesses visited for Database Registration by 30 June 2022	600 x Businesses visited and registered in the Business database by the 30th of June 2023	Number	150 x Businesses visited and registered in the Business database by the 30th of September 2022	150 x Businesses visited and registered in the Business database by the 31st of December 2022	450 x Businesses visited and registered in the Business database by the 31st of March 2023	600 x Businesses visited and registered in the Business database by the 30th of June 2023	
C2	NKPA 3 - LOCAL ECONOMIC DEVELOPMENT	ECONOMIC DEVELOPMENT	Business Licensing	Business license applications received and processed	100% Business Licensing Applications processed within 21 days in terms of Business Act for the 21/22 FY by 30 June 2022	100% Business Licensing Applications processed within 21 days in terms of Business Act for the 22/23 FY by 30 June 2023	Percentage	100% Business Licensing Applications processed within 21 days in terms of Business Act for the 22/23 FY by the 30th of September 2022	100% Business Licensing Applications processed within 21 days in terms of Business Act for the 22/23 FY by the 31st of December 2022	100% Business Licensing Applications processed within 21 days in terms of Business Act for the 22/23 FY by the 31st of March 2023	100% Business Licensing Applications processed within 21 days in terms of Business Act for the 22/23 FY by 30 June 2023	
C2	NKPA 3 - LOCAL ECONOMIC DEVELOPMENT	ECONOMIC DEVELOPMENT	Business Licensing	Enforcement of Business Regulations	580 Businesses inspected for valid Business Licenses by the 30th of June 2022	600 x Businesses to be inspected for Ensuring compliance and validity of Business Licenses in terms of the Business Act for 22/23 FY by the 30th of June 2023	Number	165 x Businesses inspected for compliance and validity of Business Licenses in terms of the Business Act for the 30th of September 2022	165 x Businesses inspected for compliance and validity of Business Licenses in terms of the Business Act for the 31st of December 2022	495 x Businesses inspected for compliance and validity of Business Licenses in terms of the Business Act for the 22/23 FY by the 31st of March 2023	600 x Businesses to be inspected for Ensuring compliance and validity of Business Licenses in terms of the Business Act for 22/23 FY by the 30th of June 2023	
C2	NKPA 3 - LOCAL ECONOMIC DEVELOPMENT	ECONOMIC DEVELOPMENT	Implement Incentives scheme	Implementation of business incentives	Approved incentives policy.	Msunduzi Business Incentive Policy Reviewed by the 30th of June 2023	Date	Consultations with relevant Departments for reviewing the business incentives policy conducted by the 30th of September 2022	First draft of reviewed policy submitted to stakeholders for comments by the 31st of December 2022	Report on amendments to the Msunduzi Business Incentive Policy submitted to SMC by the 31st of March 2023	Msunduzi Business Incentive Policy Reviewed by the 30th of June 2023	
C2	NKPA 3 - LOCAL ECONOMIC DEVELOPMENT	ECONOMIC DEVELOPMENT	Economic Development	Edendale Town Centre	Completion of Mount Partridge Road Project	10 % implementation of the Edendale Town Centre (remaining roadworks) completed by the 30th of June 2023	Percentage	N/A	Facilitate the Approval of Land Expropriation by the 31st of December 2022	5% implementation of the Edendale Town Centre (remaining roadworks) completed by the 31st of March 2023	10 % implementation of the Edendale Town Centre (remaining roadworks) completed by the 30th of June 2023	
C2	NKPA 3 - LOCAL ECONOMIC DEVELOPMENT	ECONOMIC DEVELOPMENT	Bylaws and policies	Council bylaws and policies related to LED unit enforced	N/A	100% of Council bylaws and policies related to LED unit enforced by the 30th of June 2023	Percentage	100% of Council bylaws and policies related to LED unit enforced by the 30th of September 2022	100% of Council bylaws and policies related to LED unit enforced by the 31st of December 2022	100% of Council bylaws and policies related to LED unit enforced by the 31st of March 2023	100% of Council bylaws and policies related to LED unit enforced by the 30th of June 2023	
C2	NKPA 3 - LOCAL ECONOMIC DEVELOPMENT	ECONOMIC DEVELOPMENT	Optimize system, procedures and processes for Town Planning	Assessment of development applications in terms of SPLUMA By-laws	(80 days) Average number of days taken to process development applications for approval in terms of SPLUMA by the 30th of June 2022	(80 days) Average number of days taken to process development applications for approval in terms of SPLUMA by the 30th of June 2023	Average number of days	(80 days) Average number of days taken to process development applications for approval in terms of SPLUMA by the 30th of September 2022	(80 days) Average number of days taken to process development applications for approval in terms of SPLUMA by the 31st of December 2022	(80 days) Average number of days taken to process development applications for approval in terms of SPLUMA by the 31st of March 2023	(80 days) Average number of days taken to process development applications for approval in terms of SPLUMA by the 30th of June 2023	
C2	NKPA 3 - LOCAL ECONOMIC DEVELOPMENT	ECONOMIC DEVELOPMENT	Land Acquisition	Hectors of land secured	Nil	1 Hector of land secured for LED projects by the 30th of June 2023	Hectares	N/A	N/A	N/A	1 Hector of land secured for LED projects by the 30th of June 2023	

Signed:  Date: 05/07/2022
 Supervisor: 
 Msunduzi Municipality 2022/2023
 11/07/2022

INDX	IDP REFERENCE	NATIONAL KEY PERFORMANCE AREA	PROGRAMME	PROJECT	BASELINE / STATUS	ANNUAL TARGET / OUTPUT	UNIT OF MEASURE	QUARTER 1	QUARTER 2	QUARTER 3	ANNUAL
C	C4	NKPA 3 - LOCAL ECONOMIC DEVELOPMENT	Land Acquisition and land legal	Edendale Land Acquisition Programme	Tranche 2 land acquisition 10 Hectares Acquired	20 Hectares of land acquired for development by the 30th of June 2023	Hectares	Approval of Ball Over completed by the 30th of September 2022	2 Hectares of land acquired for development by the 31st of December 2022	12 Hectares of land acquired for development by the 31st of March 2023	20 Hectares of land acquired for development by the 30th of June 2023
C	C4	NKPA 3 - LOCAL ECONOMIC DEVELOPMENT	Destination Marketing	Destination marketing and awareness campaign	Nil	100% Participation of Msunduzi Tourism events as per the approved Tourism Events Calendar by the 30th of June 2023	Percentage	25% Participation of Msunduzi Tourism events as per the approved Tourism Events Calendar by 31 September 2022	50% Participation of Msunduzi Tourism events as per the approved Tourism Events Calendar by 31 December 2022	75% Participation of Msunduzi Tourism events as per the approved Tourism Events Calendar by 31 March 2023	100% Participation of Msunduzi Tourism events as per the approved Tourism Events Calendar by the 30th of June 2023
C	C4	NKPA 3 - LOCAL ECONOMIC DEVELOPMENT	SMMEs and Cooperative development	Skills Development and Training for Tourism SMME	Nil	4 x Quarterly Msunduzi Tourism SMME training workshops facilitated by the 30th of June 2023	Number	1 x Quarterly Msunduzi Tourism SMME training workshops facilitated by the 31st of September 2022	2 x Quarterly Msunduzi Tourism SMME training workshops facilitated by the 31st of December 2022	3 x Quarterly Msunduzi Tourism SMME training workshops facilitated by the 31st of March 2023	4 x Quarterly Msunduzi Tourism SMME training workshops facilitated by the 30th of June 2023
C	C4	NKPA 3 - LOCAL ECONOMIC DEVELOPMENT	Economic Development	Bi-Quarterly Tourism stakeholder Forum	2 x Bi-Quarterly Msunduzi Tourism sector meetings facilitated	2 x Bi-Quarterly Msunduzi Tourism sector meetings facilitated by the 31st of March 2023	Number	1 x Bi-Quarterly Msunduzi Tourism sector meetings facilitated by the 31st of September 2022	N/A	2 x Bi-Quarterly Msunduzi Tourism sector meetings facilitated by the 31st of March 2023	2 x Bi-Quarterly Msunduzi Tourism sector meetings facilitated by the 31st of March 2023
C	C4	NKPA 3 - LOCAL ECONOMIC DEVELOPMENT	SMMEs and Cooperative development	Skills Development and Training for SMME and Co-ops	8 x Trainings and Workshops for SMMEs and Cooperatives facilitated by the 30th June 2022	12 x Skills Development and Training workshops facilitated for SMMEs and Co-ops by the 30th of June 2023	Number	3 x Skills Development and Training workshops facilitated for SMMEs and Co-ops by the 30th of September 2022	6 x Skills Development and Training workshops facilitated for SMMEs and Co-ops by the 31st December 2022	9 x Skills Development and Training workshops facilitated for SMMEs and Co-ops by the 31st March 2023	12 x Skills Development and Training workshops facilitated for SMMEs and Co-ops by the 31st of June 2023
C	C4	NKPA 3 - LOCAL ECONOMIC DEVELOPMENT	Economic Development	Business opportunities created	N/A	20 x Business opportunities created for registered Local Businesses by June 2023	Number	5 x Business opportunities created for registered Local Businesses by the 30th of September 2022	10 x Business opportunities created for registered Local Businesses by the 31st December 2022	15 x Business opportunities created for registered Local Businesses by the 31st March 2023	20 x Business opportunities created for registered Local Businesses by the 30th of June 2023
C	C4	NKPA 3 - LOCAL ECONOMIC DEVELOPMENT	SMMEs and Cooperative development	SMMEs and Cooperatives support	30 Cooperatives and 30 SMMEs assisted in mentorship programme by 30 June 2022	60 x Cooperatives and 30 SMMEs assisted and mentored by 30th of June 2023	Number	15 x Cooperatives and SMMEs assisted and mentored by the 30th of September 2022	30 x Cooperatives and SMMEs assisted and mentored by the 31st of December 2022	45 x Cooperatives and SMMEs assisted and mentored by the 31st of March 2023	60 x Cooperatives and SMMEs assisted and mentored by the 30th of June 2023



Signatures: Employee:  Date: 05/07/22
 Supervisor:  Date: 11/07/2022

MSUNDUZI MUNICIPALITY

NAME: MR FELIX NKUMALO DESIGNATION: GENERAL MANAGER: SUSTAINABLE DEVELOPMENT & CITY ENTITIES

WORKPLAN 3: FINANCIAL VIABILITY & MANAGEMENT WEIGHT (%): 20%

INDEX	IDP REFERENCE	NATIONAL KEY PERFORMANCE AREA	PROGRAMME	PROJECT	BASELINE / STATUS QUO	ANNUAL TARGET / OUTPUT	UNIT OF MEASURE	QUARTER 1	QUARTER 2	QUARTER 3	ANNUAL
D	D2	NKPA 4 - FINANCIAL VIABILITY & MANAGEMENT	Expenditure	Capital Expenditure	N/A	100% of Capital Expenditure spent for the Sustainable Development & City Enterprises BU by the 30th of June 2023 (Capital Expenditure spent vs original budget)	% of Capital Expenditure spent	5% of Capital Expenditure spent for the Sustainable Development & City Enterprises BU by the 30th of September 2022 (Capital Expenditure spent vs Original budget per quarter)	50% of Capital Expenditure spent for the Sustainable Development & City Enterprises BU by the 31st of December 2022 (Capital Expenditure spent vs Original budget per quarter)	75% of Capital Expenditure spent for the Sustainable Development & City Enterprises BU by the 31st of March 2023 (Capital Expenditure spent vs Original budget per quarter)	100% of Capital Expenditure spent for the Sustainable Development & City Enterprises BU by the 30th of June 2023 (Capital Expenditure spent vs Original budget)
D	D2	NKPA 4 - FINANCIAL VIABILITY & MANAGEMENT	Expenditure	Operational Expenditure	N/A	100% of Operational Expenditure spent for the Sustainable Development & City Enterprises BU by the 30th of June 2023 (Operational Expenditure spent vs Original budget)	% of Operational Expenditure	5% of Operational Expenditure spent for the Sustainable Development & City Enterprises BU by the 30th of September 2022 (Operational Expenditure spent vs Original budget per quarter)	50% of Operational Expenditure spent for the Sustainable Development & City Enterprises BU by the 31st of December 2022 (Operational Expenditure spent vs Original budget per quarter)	75% of Operational Expenditure spent for the Sustainable Development & City Enterprises BU by the 31st of March 2023 (Operational Expenditure spent vs Original budget per quarter)	100% of Operational Expenditure spent for the Sustainable Development & City Enterprises BU by the 30th of June 2023 (Operational Expenditure spent vs Original budget)

Signatures: Employee:  Date: 05/07/22
 Supervisor:  Date: 11/07/2022
 Msunduzi Municipality 2022/2023

MSUNDUZI MUNICIPALITY



DESIGNATION: GENERAL MANAGER: SUSTAINABLE DEVELOPMENT & CITY ENTITIES

WEIGHT (%): 30%

NAME: MR FELIX NKUMALO

WORKPLAN 4: CROSS CUTTING



INDEX	IDP REFERENCE	NATIONAL KEY PERFORMANCE AREA	PROGRAMME	PROJECT	BASELINE / STATUS QUO	ANNUAL TARGET / OUTPUT	UNIT OF MEASURE	QUARTER 1	QUARTER 2	QUARTER 3	ANNUAL
F F3	NKPA 6 - CROSS CUTTING	HUMAN SETTLEMENTS	Review of the Spatial Development Framework	Annual Review of the Spatial Development Framework	450 x new housing units constructed	988 x new housing units constructed utilising external funding by the 30th of June 2023	Number	154 x new housing units constructed utilising external funding by the 30th of September 2022	362 x new housing units constructed utilising external funding by the 31st of December 2022	589 x new housing units constructed utilising external funding by the 31st of March 2023	988 x new housing units constructed utilising external funding by the 30th of June 2023
F F1	NKPA 6 - CROSS CUTTING		Review of the Spatial Development Framework	Annual Review of the Spatial Development Framework	Approved Spatial Development Framework	Review of the Spatial Development Framework as per the SDF Review Work Programme prepared and submitted to SMC by the 31st of March 2023	Date	Identification of areas for review commenced by the 30th of September 2022	Stakeholder consultations held by the 31st of December 2022	Review of the Spatial Development Framework as per the SDF Review Work Programme prepared and submitted to SMC by the 31st of March 2023	Review of the Spatial Development Framework as per the SDF Review Work Programme prepared and submitted to SMC by the 31st of March 2023
F F1	NKPA 6 - CROSS CUTTING		Implementation of the Land Use Management Framework	Annual Implementation of the Land Use management framework	Approved Land Use Scheme last updated in 2016	100% Land Use Scheme amendments updated and implemented by the 30th of June 2023	Percentage	25% Land Use Scheme amendments updated and implemented by the 30th of September 2022	50% Land Use Scheme amendments updated and implemented by the 31st of December 2022	75% Land Use Scheme amendments updated and implemented by the 31st of March 2023	100% Land Use Scheme amendments updated and implemented by the 30th of June 2023
F F3	NKPA 6 - CROSS CUTTING		Housing Sector Plan	Housing Sector Plan review	Reviewed Housing Sector Plan	Final Housing Sector Plan submitted to Full Council for approval by the 30th of June 2023	Date	Final Inception Report and Communication Plan submitted to SMC for approval by the 30th of September 2022	Final Status Quo Report submitted to SMC for approval by the 31st of December 2022	Synthesis of Issues Report submitted to SMC for approval by the 31st of March 2023	Final Housing Sector Plan submitted to Full Council for approval by the 30th of June 2023

Signatures: Employee:  Date: 01/05/22
 Supervisor:  Date: 11/07/2022
 Msunduzi Municipality 2022/2023

INDEX	TOP REFERENCE	CDS REFERENCE	NATIONAL KEY PERFORMANCE AREA	PROGRAMME	PROJECT	BASELINE / STATUS quo	ANNUAL TARGET / OUTPUT	UNIT OF MEASURE	QUARTER 1	QUARTER 2	QUARTER 3	ANNUAL
A	A1	1 - BUILDING A CAPABLE & DEVELOPMENTAL MUNICIPALITY	NKPA 1 - MUNICIPAL TRANSFORMATION & ORGANIZATIONAL DEVELOPMENT	Planning and Submission	SOBIP & OP	N/A	Submission towards the Development of the Municipal SOBIP 23/24 FY as per stipulated timeframes by the OC, P & KM unit completed by the 15th of June 2023	Date Submission towards the Development of the Municipal SOBIP 23/24 FY as per stipulated timeframes by the OC, P & KM unit completed	N/A	N/A	N/A	Submission towards the Development of the Municipal SOBIP 23/24 FY as per stipulated timeframes by the OC, P & KM unit completed by the 15th of June 2023
A	A1	1 - BUILDING A CAPABLE & DEVELOPMENTAL MUNICIPALITY	NKPA 1 - MUNICIPAL TRANSFORMATION & ORGANIZATIONAL DEVELOPMENT	Planning and Submission	Annual Performance Report 21/22 FY	N/A	Submission towards the Development of the Municipal Annual Performance Report 21/22 FY as per stipulated timeframes by the OC, P & KM unit completed by the 31st of July 2022	Date Submission towards the Development of the Municipal Annual Performance Report 21/22 FY as per stipulated timeframes by the OC, P & KM unit completed	N/A	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	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
A	A1	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	N/A	N/A	N/A	N/A
A	A1	1 - BUILDING A CAPABLE & DEVELOPMENTAL MUNICIPALITY	NKPA 1 - MUNICIPAL TRANSFORMATION & ORGANIZATIONAL DEVELOPMENT	Planning and Agreements	Signed Mid-year Revised Performance Agreement 22/23 FY	Signed Mid-year Revised Performance Agreement 21/22 FY	Submission of a signed mid-year revised performance agreement for the 22/23 FY as per stipulated timeframes by the OC, P & KM unit completed by the 28th of February 2023	Date Submission of a signed mid-year revised performance agreement for the 22/23 FY as per stipulated timeframes by the OC, P & KM unit completed	N/A	N/A	N/A	N/A
E	E1	1 - BUILDING A CAPABLE & DEVELOPMENTAL MUNICIPALITY	NKPA 5 - GOOD GOVERNANCE & PUBLIC PARTICIPATION	Monitoring and Reporting	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) conducted by the 30th of June 2023	Number of Monthly Sectional Meetings (Branch, Staff & Manco) conducted	3 x Monthly Sectional Meetings (Branch, Staff & Manco) conducted by the 30th of September 2022	6 x Monthly Sectional Meetings (Branch, Staff & Manco) conducted by the 31st of December 2022	9 x Monthly Sectional Meetings (Branch, Staff & Manco) conducted by the 31st of March 2023	12 x Monthly Sectional Meetings (Branch, Staff & Manco) conducted by the 30th of June 2023

Signatures Employee Date 05/07/22
 Supervisor Date 11/07/2022
 Msunduzi Municipality 2022/2023

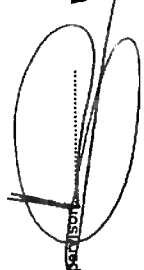
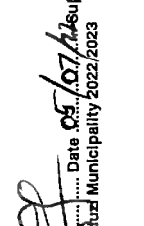
NAME: MR FELIX NKUMALO		MSUNDUZI MUNICIPALITY		DESIGNATION: GENERAL MANAGER: SUSTAINABLE DEVELOPMENT & CITY ENTITIES		WEIGHT: (%) : 10%	
A	A1	1 - BUILDING A CAPABLE & DEVELOPMENTAL MUNICIPALITY	NKPA 1 - MUNICIPAL TRANSFORMATION & ORGANIZATIONAL DEVELOPMENT	Monitoring and Reporting	POE submission for Monthly Sectional Meetings (Branch, Staff & Mando) Portfolio's of Evidence (minutes & registers) submitted to the Strategic Planning & OC, P & KM units for monitoring purposes by the 24th of June 2023	N/A	12 x Monthly Sectional Meetings (Branch, Staff & Mando) 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 reports prepared and submitted to the OC, P & KM unit as per stipulated timeframes for on wards transmission to Council Committees by the 30th of June 2023	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 on wards 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 on wards transmission to KZN COGTA by the 30th of June 2023
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 all levels of staff within jurisdiction 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
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

Signatures Employee:  Date: 05/07/22
 Supervisor:  Date: 11/07/2022

MSUNDUZI MUNICIPALITY
DESIGNATION: GENERAL MANAGER: SUSTAINABLE DEVELOPMENT & CITY ENTITIES

NAME: MR FELIX NKUMALO
WORKPLAN 5: PERFORMANCE MANAGEMENT

		WEIGHT [%]: 10%											
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 Portfolios of Evidence in Responses to the Auditor General Queries within specified timeframes as per the AG Queries Tracking tool by the 30th of June 2023	% Submission of Portfolios of Evidence in Responses to the Auditor General Queries within specified timeframes as per the AG Queries Tracking tool	100% Submission of Portfolios of Evidence in Responses to the Auditor General Queries within specified timeframes as per the AG Queries Tracking tool by the 31st of September 2022	100% of Auditor General Queries resolved within specified timeframes as per the AG Queries Tracking tool by the 30th of September 2022	100% Submission of Portfolios of Evidence in Responses to the Auditor General Queries within specified timeframes as per the AG Queries Tracking tool by the 31st of December 2022	100% Submission of Portfolios of Evidence in Responses to the Auditor General Queries within specified timeframes as per the AG Queries Tracking tool by the 31st of March 2023	100% Submission of Portfolios of Evidence in Responses to the Auditor General Queries within specified timeframes as per the AG Queries Tracking tool by the 30th of June 2023
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 Queries resolved within specified timeframes as per the AG Queries Tracking tool by the 30th of September 2022	100% of Auditor General Queries resolved within specified timeframes as per the AG Queries Tracking tool by the 31st of December 2022	100% of Auditor General Queries resolved within specified timeframes as per the AG Queries Tracking tool by the 31st of March 2023	100% of Auditor General Queries resolved within specified timeframes as per the AG Queries Tracking tool by the 30th of June 2023	
A	A1	1 - BUILDING A CAPABLE & DEVELOPMENTAL MUNICIPALITY	NKPA 1 - MUNICIPAL TRANSFORMATION & ORGANIZATIONAL DEVELOPMENT	Internal Audit findings	Response to IA queries	N/A	100% Submission of Responses to Internal Audit Queries within specified timeframes as per the Internal Audit Tracking tool by the 30th of June 2023	% Submission of Responses to Internal Audit Queries within specified timeframes as per the Internal Audit Tracking tool	100% Submission of Responses to Internal Audit Queries within specified timeframes as per the Internal Audit Tracking tool by the 30th of September 2022	100% Submission of Responses to Internal Audit Queries within specified timeframes as per the Internal Audit Tracking tool by the 31st of December 2022	100% Submission of Responses to Internal Audit Queries within specified timeframes as per the Internal Audit Tracking tool by the 31st of March 2023	100% Submission of Responses to Internal Audit Queries within specified timeframes as per the Internal Audit Tracking tool by the 30th of June 2023	
A	A1	1 - BUILDING A CAPABLE & DEVELOPMENTAL MUNICIPALITY	NKPA 1 - MUNICIPAL TRANSFORMATION & ORGANIZATIONAL DEVELOPMENT	Internal Audit findings - POE submissions	Response to IA queries	N/A	100% Submission of Responses to Internal Audit Queries within specified timeframes as per the Internal Audit Tracking tool by the 30th of June 2023	% Submission of Responses to Internal Audit Queries within specified timeframes as per the Internal Audit Tracking tool	100% Submission of Responses to Internal Audit Queries within specified timeframes as per the Internal Audit Tracking tool by the 30th of September 2022	100% Submission of Responses to Internal Audit Queries within specified timeframes as per the Internal Audit Tracking tool by the 31st of December 2022	100% Submission of Responses to Internal Audit Queries within specified timeframes as per the Internal Audit Tracking tool by the 31st of March 2023	100% Submission of Responses to Internal Audit Queries within specified timeframes as per the Internal Audit Tracking tool by the 30th of June 2023	
A	A1	1 - BUILDING A CAPABLE & DEVELOPMENTAL MUNICIPALITY	NKPA 1 - MUNICIPAL TRANSFORMATION & ORGANIZATIONAL DEVELOPMENT	Internal Audit findings - Queries resolved	Response to IA queries	N/A	100% of Internal Audit Queries resolved within specified timeframes as per the Internal Audit Tracking tool by the 30th of June 2023	% of Internal Audit Queries resolved within specified timeframes as per the Internal Audit Tracking tool	100% of Internal Audit Queries resolved within specified timeframes as per the Internal Audit Tracking tool by the 30th of September 2022	100% of Internal Audit Queries resolved within specified timeframes as per the Internal Audit Tracking tool by the 31st of December 2022	100% of Internal Audit Queries resolved within specified timeframes as per the Internal Audit Tracking tool by the 31st of March 2023	100% of Internal Audit Queries resolved within specified timeframes as per the Internal Audit Tracking tool by the 30th of June 2023	
D	D2	4 - FINANCIAL SUSTAINABILITY	NKPA 4 - FINANCIAL VIABILITY & FINANCIAL MANAGEMENT	Sectional Budgets	Expenditure of business units/sub units sectional budget	N/A	100% Expenditure of business units/sub units sectional budget (Budget vs Actual) by the 30th of June 2023	% Expenditure of business units/sub units sectional budget (Budget vs Actual)	100% Expenditure of business units/sub units sectional budget (Budget vs Actual) by the 30th of September 2022	100% Expenditure of business units/sub units sectional budget (Budget vs Actual) by the 31st of December 2022	100% Expenditure of business units/sub units sectional budget (Budget vs Actual) by the 31st of March 2023	100% Expenditure of business units/sub units sectional budget (Budget vs Actual) by the 30th of June 2023	

Signatures Employee:  Date: 05/07/2022
 Signatures:  Date: 05/07/2022
 Ms Maudy Maudy
 Municipal Manager
 Msunduzi Municipality 2022/2023

Code	Activity	Strategic Objective	Key Performance Indicator	Target	Current Status	Weight	Remarks
A A2	1 - BUILDING A CAPABLE & DEVELOPMENTAL MUNICIPALITY	NKPA 1 - MUNICIPAL TRANSFORMATION & ORGANIZATIONAL DEVELOPMENT	Organizational Development	Implementation of the Customer Services Charter	N/A	100%	100% Implementation of the Customer Services Charter as per the business units implementation plan by the 30th of June 2023
A A3	1 - BUILDING A CAPABLE & DEVELOPMENTAL MUNICIPALITY	NKPA 1 - MUNICIPAL TRANSFORMATION & ORGANIZATIONAL DEVELOPMENT	Organizational Development	Implementation of the Batho Pele Principles belief sets	N/A	100%	100% Implementation of the Batho Pele Principles belief sets (We Belong, We care, We serve) as per Batho Pele Monitoring tool by the 31st of March 2023
D D1	7 - CREATING A LEARNING CITY AND CITY OF LEARNING	NKPA 4 - FINANCIAL VIABILITY & FINANCIAL MANAGEMENT	Increasing Institutional capacity	Monitoring of Fraud & Corruption	N/A	100%	100% monitoring of fraud and corruption within sub-units and relevant action taken against offenders by the 30th of June 2023
E E1	1 - BUILDING A CAPABLE & DEVELOPMENTAL MUNICIPALITY	NKPA 5 - GOOD GOVERNANCE & PUBLIC PARTICIPATION	Increasing Institutional capacity	Risk Management	N/A	100%	100% Implementation of all actions contained in the Approved Risk Management Action Plans as per stipulated timeframes by the 30th of June 2023
A A1	1 - BUILDING A CAPABLE & DEVELOPMENTAL MUNICIPALITY	NKPA 1 - MUNICIPAL TRANSFORMATION & ORGANIZATIONAL DEVELOPMENT	Increasing Institutional capacity	Interns	Monthly	100%	100% Monitoring and Mentoring of interns as per approved Internship Policy by the 30th of June 2023
D D1	1 - BUILDING A CAPABLE & DEVELOPMENTAL MUNICIPALITY	NKPA 4 - MUNICIPAL FINANCIAL VIABILITY	Monitoring and Reporting	Implementation of the Financial Recovery Plan	Monthly	100%	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 September 2022
E E1	1 - BUILDING A CAPABLE & DEVELOPMENTAL MUNICIPALITY	NKPA 5 - GOOD GOVERNANCE & PUBLIC PARTICIPATION	Increasing Institutional capacity	Consequence management - abuse of council vehicles	Monthly	100%	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
A A3	1 - BUILDING A CAPABLE & DEVELOPMENTAL MUNICIPALITY	NKPA 1 - MUNICIPAL TRANSFORMATION & ORGANIZATIONAL DEVELOPMENT	Monitoring and Reporting	Submission of Portfolios of Evidence to Internal Audit	Ad hoc	100%	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 21/02 FY to Internal Audit

MSUNDUZI MUNICIPALITY
SUSTAINABLE DEVELOPMENT & CITY ENTITIES

DESIGNATION: GENERAL MANAGER: SUSTAINABLE DEVELOPMENT & CITY ENTITIES
WEIGHT (%): 10%

NAME: MR FELIX NKUMALO
WORKPLAN 5: PERFORMANCE MANAGEMENT

A	A3	1- BUILDING A CAPABLE & DEVELOPMENTAL MUNICIPALITY	NKPA 1 - MUNICIPAL TRANSFORMATION & ORGANIZATIONAL DEVELOPMENT	Monitoring and Reporting	Submission of Portfolios of Evidence to the AG	Ad hoc	100% Submission of the Portfolio of Evidence for the Business units specific information reported on in the Annual Performance Report 21/22 FY to the Auditor	% 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	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	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	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	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	N/A

Signatures Employee:  Date 05/07/22
 Signatures Supervisor:  Date 11/07/2022