



INDIVIDUAL ANNUAL PERFORMANCE AGREEMENT

ENTERED INTO BY AND BETWEEN:

MSUNDUZI MUNICIPALITY

Herein represented by:

Cllr. M. Thebolla

In his capacity as: *The Mayor* (Supervisor)


AND

Sabelo Hlela

As the *Municipal Manager (Acting)* (Jobholder)

PERIOD OF AGREEMENT: 1 July 2024 to 30 June 2025

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

Signatures: Employee:  Date: 2 JULY 2024

Supervisor:  Date: 2 JULY 2024



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 2024 to 30 June 2025**
- 2.2 The content of the plan may be revised at any time during the above-mentioned period to determine the applicability of the matters agreed upon, especially where changes are significant.
- 2.3 If at any time during the validity of this plan the work environment of the Municipality changes (whether as a result of Council or Management decisions or otherwise), to the extent that the contents of this agreement are no longer appropriate, the contents shall immediately be revised.

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3. JOB DETAILS

Employee Number	:	8600840
Management level	:	Level 1
Component	:	Office of the Municipal Manager
Unit	:	Office of the Municipal Manager
Location	:	City Hall
Occupational classification	:	Senior Management (Section 57)
Designation	:	Municipal Manager (Acting)

4. JOB PURPOSE

The purpose of the **Municipal Manager (A)** job should be in line with the Municipality's priorities as identified in the *2024 – 2025 Service Delivery Budget and Implementation Plan*. The purpose of the **Municipal Manager (A)** is to assist the **Mayor** in implementing the Municipality's Strategic Objectives by ensuring efficient provisioning and management of **Msunduzi Municipality**, 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 **Municipal Manager (A)** and has the responsibility for the **Municipality**. The incumbent will provide continuous *Management* and other relevant information to the **Municipal 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:

- ⇒ Customer care
- ⇒ Ethical, integrity and professionalism
- ⇒ Impact and influence
- ⇒ Policy conceptualization and formulation
- ⇒ Risk management
- ⇒ Institutional administration & leadership
- ⇒ Strategic direction and leadership
- ⇒ Service delivery
- ⇒ Budget and municipal finance management
- ⇒ Generic competence and skills
- ⇒ Financial management
- ⇒ Knowledge, information management and critical thinking
- ⇒ Negotiation, conflict resolution and lobbying
- ⇒ People management
- ⇒ Planning and organising

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

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

Key Performance Areas (KPA's)	Weight
1. Municipal Transformation & Organizational Development	15%
2. Basic Service Delivery	30%
3. Local Economic Development	10%
4. Financial Viability & Management	20%
5. Good Governance & Public Participation	15%
6. Cross Cutting	10%
TOTAL	100%

NOTE: WEIGHTING OF KPA's MUST TOTAL 100%



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

7.4

Core Managerial Competencies		Weight
1	Strategic Direction and Leadership	20%
2	People Management	10%
3	Programme and Project Management	10%
4	Financial Management	10%
5	Change Leadership	10%
6	Governance Leadership	5%
7	Moral Competence	5%
8	Planning & Organising	5%
9	Analysis & Innovation	5%
10	Knowledge & Information Management	5%
11	Communication	5%
12	Results & Quality Focus	5%
13	Customer focus & orientation	5%
Total		100%

*** Compulsory**

NOTE: WEIGHTING OF CMCs MUST TOTAL 100%

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



8. PERFORMANCE ASSESSMENT

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

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

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

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

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

9. FEEDBACK

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

10. DEVELOPMENTAL REQUIREMENTS

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

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11. TIMETABLE AND RECORDS OF REVIEW DISCUSSIONS AND ANNUAL ASSESSMENT

ANNUAL PERFORMANCE ASSESSMENT 2024/2025	AUGUST/SEPTEMBER 2024
QUARTER 1 – 2024/2025 FINANCIAL YEAR (ORAL)	NOVEMBER/DECEMBER 2024
QUARTER 2 – 2024/2025 FINANCIAL YEAR	FEBRUARY 2025
QUARTER 3 – 2024/2025 FINANCIAL YEAR (ORAL)	APRIL/MAY 2025

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

12. DISPUTE RESOLUTIONS

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

13. AMENDMENT OF AGREEMENT

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

14. The following are annexures of this individual annual performance agreement for the 2024/25 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: SABELO HLELA

Signature: 

Date: 2 JULY 2024

AND

Name of Supervisor: MZIMIKHULU THEBOLA

Signature: 

Date: 2 JULY 2024




ANNEXURE A

MSUNDUZI MUNICIPALITY

CODE OF CONDUCT FOR MUNICIPAL STAFF MEMBERS

SCHEDULE 2



Signatures: Employee:  Date: 2 JULY 2024

Supervisor:  Date: 2 JULY 2024

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 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.

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 C

PERSONAL DEVELOPMENT PLAN

ENTERED INTO BY AND BETWEEN:

MSUNDUZI MUNICIPALITY

Herein represented by:

Cllr. M. Thebolla

In his/her capacity as: The Mayor (Supervisor)

AND

Sabelo Hlela

As the *Municipal Manager (Acting)* (Jobholder)

PERIOD OF DEVELOPMENT: 1 July 2024 to 30 June 2025

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

Signatures: Employee:  Date: 2 JULY 2024

Supervisor:  Date: 2 JULY 2024



MUNICIPALITY:	MSUNDUZI MUNICIPALITY
NAME:	SABELO HLELA
JOB TITLE:	MUNICIPAL MANAGER (ACTING)
SUPERVISOR	MAYOR
UNIT	OFFICE OF THE MUNICIPAL MANAGER
COMPONENT:	OFFICE OF THE MUNICIPAL MANAGER

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

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



AGREED UPON:

Signature: _____
Supervisor: _____
Date: _____

Signature: _____
Incumbent: _____
Date: _____

Date of next review: _____



ANNEXURE D


**MSUNDUZI MUNICIPALITY
PERFORMANCE WORKPLAN**


EMPLOYEE NUMBER: 8600840
SURNAME & INITIALS: HLELA S.
DESIGNATION: MUNICIPAL MANAGER (ACTING)
COMPONENT: OFFICE OF THE MUNICIPAL MANAGER
UNIT: OFFICE OF THE MUNICIPAL MANAGER
MANAGEMENT LEVEL: LEVEL 1
OCCUPATIONAL CLASSIFICATION: SENIOR MANAGEMENT (SECTION 57)
LOCATION: HEAD OFFICE: CITY HALL

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 : SABELO HLELA
DATE : 02/07/2024
SUPERVISOR : Mzimkhulu Thebolla
DATE : 02/07/2024

Signatures: Employee:  Date: 2 JULY 2024

Supervisor:  Date: 2 JULY 2024



DESIGNATION: MUNICIPAL MANAGER (A)				WEIGHT (%): 15%			
MUNICIPAL TRANSFORMATION & ORGANIZATIONAL DEVELOPMENT							
SDBIP REFERENCE	NATIONAL KEY PERFORMANCE AREA	ANNUAL TARGET	UNIT OF MEASURE	QUARTER 1	QUARTER 2	QUARTER 3	QUARTER 4
CS 02		100% Training of all employees based on PDPs by the 30th of June 2025	Percentage	N/A	20%	80%	100%
CS 03		1 x Top Management Position filled by the 30th of June 2025	Number	N/A	N/A	N/A	1
CS 04		2 x Reports prepared and submitted to TMC by the 30th of June 2025	Number	N/A	1	N/A	2
CS 05		12 x Reports prepared & submitted to TMC by the 30th of June 2025	Number	3	6	9	12

DESIGNATION: MUNICIPAL MANAGER (A)									
MUNICIPAL TRANSFORMATION & ORGANIZATIONAL DEVELOPMENT					WEIGHT (%): 15%				
SDBIP REFERENCE	NATIONAL KEY PERFORMANCE AREA	ANNUAL TARGET	UNIT OF MEASURE	QUARTER 1	QUARTER 2	QUARTER 3	QUARTER 4		
CS 06		2 x Monitoring Reports submitted to TMC by the 30th of June 2025	Number	N/A	1	N/A	2		
CS 07		100% of Critical Posts filled by the 30th of June 2025	Percentage	N/A	20%	80%	100%		
MMO 01	NKPA 1 - MUNICIPAL TRANSFORMATION & ORGANIZATIONAL DEVELOPMENT	100% (5) of IDP Activities by the 30th of June 2025	Percentage	100%	100%	100%	100%		

		DESIGNATION: MUNICIPAL MANAGER (A)					
MUNICIPAL TRANSFORMATION & ORGANIZATIONAL DEVELOPMENT		WEIGHT (%): 15%					
SDBIP REFERENCE	NATIONAL KEY PERFORMANCE AREA	ANNUAL TARGET	UNIT OF MEASURE	QUARTER 1	QUARTER 2	QUARTER 3	QUARTER 4
MMO 02		100% (13) of PMS Activities completed by 30th of June 2025	Percentage	100%	100%	100%	100%
MMO 03		100% (5) of PURP Activities completed by 30th of June 2025	Percentage	100%	100%	100%	100%

DESIGNATION: MUNICIPAL MANAGER (A)					
MUNICIPAL TRANSFORMATION & ORGANIZATIONAL DEVELOPMENT			WEIGHT (%): 15%		
SDBIP REFERENCE	NATIONAL KEY PERFORMANCE AREA	ANNUAL TARGET	UNIT OF MEASURE	QUARTER 1	QUARTER 2
MMO 04		100% (6) of CDS Activities completed by 30th of June 2025	Percentage	100%	100%
				100%	100%
				100%	100%
				100%	100%

MR S HLELA			DESIGNATION: MUNICIPAL MANAGER (A)						
BASIC SERVICE DELIVERY			WEIGHT (%): 30%						
CDS REFERENCE	SDBIP REFERENCE	NATIONAL KEY PERFORMANCE AREA	ANNUAL TARGET/ OUTPUT	UNIT OF MEASURE	QUARTER 1	QUARTER 2	QUARTER 3	QUARTER 4	
IFS 01			90% of all water meter applications installed by the 30th of June 2025	Percentage connection	90%	90%	90%	90%	
IFS 02			100% of all new sewer connections completed by the 30th of June 2025	Percentage connection	100%	100%	100%	100%	
IFS 03			3000 VIP toilets installed by 30th June 2025.	Number of VIP	500	1750	2250	3000	
IFS 03			16 KM of water pipes installed cumulatively by the 30th of June 2025	Total No. Of Kilometers	12km	13.5km	14.5km	16km	
IFS 04			1 x 750kl Reservoirs constructed by the 30th of June 2025	Number	N/A	N/A	N/A	1 x 750KL Reservoir	
IFS 05			3.5km of new sewer pipeline installed by the 30th of June 2025	Total No of Kilometers	2km	2.4km	3km	3.5km	

MR S HLELA		DESIGNATION: MUNICIPAL MANAGER (A)				WEIGHT (%): 30%			
BASIC SERVICE DELIVERY									
CDS REFERENCE	SDBIP REFERENCE	NATIONAL KEY PERFORMANCE AREA	ANNUAL TARGET/ OUTPUT	UNIT OF MEASURE	QUARTER 1	QUARTER 2	QUARTER 3	QUARTER 4	
2- BACK TO BASICS	IFS 06		80% of mainline bursts repaired by the 30th of June 2025.	Percentage	40%	60%	70%	80%	
	IFS 09		60% of sewer blockages resolved by the 30th of June 2025.	Percentage	30%	40%	50%	60%	
	IFS 09		Water Losses reduced to below 30% within the norms and standards of Circular 72 by the 30th of June 2025.	Percentage	30%	30%	30%	30%	
	IFS 10	SERVICE DELIVERY	18 traffic calming measure installed by the 30th of June 2025	Number of traffic calming measures	N/A	N/A	15	18	

MR S HLELA		DESIGNATION: MUNICIPAL MANAGER (A)							
BASIC SERVICE DELIVERY		WEIGHT (%): 30%							
CDS REFERENCE	SDBIP REFERENCE	NATIONAL KEY PERFORMANCE AREA	ANNUAL TARGET/ OUTPUT	UNIT OF MEASURE	QUARTER 1	QUARTER 2	QUARTER 3	QUARTER 4	
3 - IMPROVING INFRASTRUCTURE EFFICIENCY	IFS 11	NKPA 2 - BASIC	3,5km of gravel roads upgraded by 30th June 2025 (practically completed).	Kilometers of roads	N/A	N/A	N/A	3,5km	
	IFS 12		4800 Meters of road marking lines completed by the 30th of June 2025.	Meters of road lines	1200	2400	3600	4800	
	IFS 13		480 x stormwater catchpits maintained by the 30th of June 2025	Number	120	220	350	480	
	IFS 14		2000 squaremeters of pedestrian walkways maintained by the 30th of June 2025	squaremeters of pedestrian walkways	250	750	1250	2000	

MR S HLELA									
BASIC SERVICE DELIVERY					DESIGNATION: MUNICIPAL MANAGER (A)				
					WEIGHT (%): 30%				
CDS REFERENCE	SDBIP REFERENCE	NATIONAL KEY PERFORMANCE AREA	ANNUAL TARGET/ OUTPUT	UNIT OF MEASURE	QUARTER 1	QUARTER 2	QUARTER 3	QUARTER 4	
3 - IMPROVING INFRASTRUCTURE EFFICIENCY	IFS 15		20 bus shelters installed as per approved bus shelter implementation plan	Number					
	IFS 16		30 km of gravel roads maintained by the 30th June 2025	Kilometers of roads	8 km	16 km	20km	30 km	
	IFS 17		12 x major traffic signal repairs by 30th June 2025	Number of signal repairs	N/A	4	8	12	
	IFS 18		3 x community halls constructed by 30th June 2025	Number	N/A	N/A	N/A	3	
	IFS 18		1 x sport complex constructed (practically completed) by 30th June 2025	Number	N/A	N/A	N/A	1	
	CSE 01		116 000 x households provided with access to weekly Refuse Removal by 30th June 2025	Number	116000	116000	116000	116000	
2 - BACK TO BASICS									

MR S HLELA									
BASIC SERVICE DELIVERY			DESIGNATION: MUNICIPAL MANAGER (A)						
			WEIGHT (%): 30%						
CDS REFERENCE	SDBIP REFERENCE	NATIONAL KEY PERFORMANCE AREA	ANNUAL TARGET/ OUTPUT	UNIT OF MEASURE	QUARTER 1	QUARTER 2	QUARTER 3	QUARTER 4	
	CSE 02	NKPA 2-BASIC SERVICE DELIVERY	12 x CBD Clean up Campaigns conducted by the 30th of June 2025	Number	3	6	9	12	
	CSE 03		100% compliance notices of Waste Management bylaw contraventions by the 30th of June 2025	Percentage	100%	100%	100%	100%	
	CSE 04		2 x swimming pools upgraded by 30th June 2025	Number	N/A	1	N/A	2	
	CSE 05		6 x community facilities maintained by 30th June 2025	Number	N/A	N/A	3	6	
	CSE 07		1 x Disaster Management Plan Reviewed by the 30th June 2025	Number	N/A	N/A	N/A	1	
	CSE 09	NKPA 2 - BASIC SERVICE DELIVERY	120 x awareness presentations conducted by 30th June 2025	Number	30	60	90	120	
	ESS 01		30 x Substations Maintained by the 30th of June 2025	Number	5	15	25	30	

MR S HLELA		DESIGNATION: MUNICIPAL MANAGER (A)						
BASIC SERVICE DELIVERY		WEIGHT (%): 30%						
CDS REFERENCE	SDBIP REFERENCE	NATIONAL KEY PERFORMANCE AREA	ANNUAL TARGET/ OUTPUT	UNIT OF MEASURE	QUARTER 1	QUARTER 2	QUARTER 3	QUARTER 4
	ESS 02		300 x new household electricity connections completed by the 30th of June 2025	Number	N/A	160	200	300
	ESS 03		15000 x Street lights maintained by the 30th of June 2025	Number	3000	9000	13500	15000
	ESS 04		100% electricity connections completed by the 30th of June 2025	Percentage	1	1	1	1
	ESS 05		15 X High Mast lights erected by the 30th of June 2025	Number	N/A	N/A	15	N/A
	ESS 06		100% of faulty/defective meters Attended/ replaced/ rectified by the 30th of June 2025	Percentage	1	1	1	1

MR SABELO HLELA									
DESIGNATION: MUNICIPAL MANAGER (A)									
LOCAL ECONOMIC DEVELOPMENT									
WEIGHT (%): 10%									
CDS REFERENCE	SDBIP REFERENCE	NATIONAL KEY PERFORMANCE AREA	ANNUAL TARGET	UNIT OF MEASURE	QUARTER 1	QUARTER 2	QUARTER 3	QUARTER 4	
5 - GROWING THE REGIONAL ECONOMY	SD&CE 01	NKPA 3 - LOCAL ECONOMIC DEVELOPMENT	1,5km of Old Edendale Road upgraded by the 30th June 2025	Kilometres	N/A	N/A	N/A	1,5km	
	SD&CE 02		1000 x work opportunities created by the 30th of June 2025	Number	250	500	750	1000	
	SD&CE 03		720 x Businesses registered by the 30th of June 2025	Number	180	360	540	720	

MIR SABELO HLELA										DESIGNATION: MUNICIPAL MANAGER (A)																																																																															
LOCAL ECONOMIC DEVELOPMENT										WEIGHT (%): 10%																																																																															
CDS REFERENCE										SDBIP REFERENCE										NATIONAL KEY PERFORMANCE AREA										ANNUAL TARGET										UNIT OF MEASURE										QUARTER 1										QUARTER 2										QUARTER 3										QUARTER 4									
										SD&CE 04																				900 x Businesses inspected by the 30th of June 2025										Number										225										450										675										900									
										SD&CE 05																				5 x Hectares of land acquired by the 30th of June 2025										Number										N/A										N/A										N/A										5									
										SD&CE 06																				7 x Msunduzi Tourism events participated in by the 30th of June 2025										Number										2										4										5										7									

MR SABELO HLELA									
DESIGNATION: MUNICIPAL MANAGER (A)									
LOCAL ECONOMIC DEVELOPMENT									
WEIGHT (%): 10%									
CDS REFERENCE	SDBIP REFERENCE	NATIONAL KEY PERFORMANCE AREA	ANNUAL TARGET	UNIT OF MEASURE	QUARTER 1	QUARTER 2	QUARTER 3	QUARTER 4	
	SD&CE 07		4 x Quarterly Msunduzi Training Workshops facilitated by the 30th of June 2025	Number	1	2	3	4	
	SD&CE 08		20 x Business opportunities created by the 30th of June 2025	Number	5	10	15	20	
	SD&CE 09		60 x Cooperatives and SMMEs visited and supported by the 30th of June 2025	Number	15	30	45	60	

MR SABEL HLELA		DESIGNATION: MUNICIPAL MANAGER (A)							
FINANCIAL VIABILITY & MANAGEMENT									
					WEIGHT (%): 20%				
CDS REFERENCE	SDBIP REFERENCE	NATIONAL KEY PERFORMANCE AREA	ANNUAL TARGET	UNIT OF MEASURE	QUARTER 1	QUARTER 2	QUARTER 3	QUARTER 4	
NKPA 4 - FINANCIAL VIABILITY & MANAGEMENT			Total Electricity losses reduced by the 30th of June 2025	Percentage	20%	19%	18%	17%	
			100% of Electricity disconnections attended by the 30th of June 2025	Percentage	100%	100%	100%	100%	
	BTO 01	% of Monthly collection rate of current debt	90% Monthly collection rate of current debt by the 30th June 2025	Percentage	90%	90%	90%	90%	

MR SABEL HLELA									
DESIGNATION: MUNICIPAL MANAGER (A)									
FINANCIAL VIABILITY & MANAGEMENT									
WEIGHT (%): 20%									
CDS REFERENCE	SDBIP REFERENCE	NATIONAL KEY PERFORMANCE AREA	ANNUAL TARGET	UNIT OF MEASURE	QUARTER 1	QUARTER 2	QUARTER 3	QUARTER 4	
BTO 02	% of Monthly collection rate of arrear debt	10% Monthly collection rate of arrear debt achieved for the 21/22 FY by the 30th June 2025	Percentage	10%	10%	10%	10%	10%	
BTO 03	% of all electricity and water meters read on a monthly basis	75% of all electricity and water meters read 24/25 FY by the 30th of June 2025	Percentage	75%	75%	75%	75%	75%	

MR SABEL HLELA									
DESIGNATION: MUNICIPAL MANAGER (A)					WEIGHT (%): 20%				
FINANCIAL VIABILITY & MANAGEMENT									
CDS REFERENCE	SDBIP REFERENCE	NATIONAL KEY PERFORMANCE AREA	ANNUAL TARGET	UNIT OF MEASURE		QUARTER 1	QUARTER 2	QUARTER 3	QUARTER 4
	BTO 06	Number of Msunduzi Municipality Annual Financial Statement prepared & submitted to the AG	1 x Msunduzi Municipality Annual Financial Statement to the AG by the 31 August 2024	Number	1		N/A	N/A	N/A
	BTO 07	Number of Msunduzi Municipality Consolidated Annual Financial Statement prepared & submitted to the AG	1 x Msunduzi Municipality Consolidated Annual Financial Statement submitted to AG by the 30th September 2024	Number	1		N/A	N/A	N/A

MR SABEL HLELA									
DESIGNATION: MUNICIPAL MANAGER (A)									
FINANCIAL VIABILITY & MANAGEMENT									
WEIGHT (%): 20%									
CDS REFERENCE	SDBIP REFERENCE	NATIONAL KEY PERFORMANCE AREA	ANNUAL TARGET	UNIT OF MEASURE	QUARTER 1	QUARTER 2	QUARTER 3	QUARTER 4	
	BTO 08	Number of Procurement Plan for the 2024/2025 financial year prepared	1 x Procurement Plan for the 2025/2026 financial year prepared and submitted to SMC for approval by Council by the 30th of June 2025	Number	N/A	N/A	N/A	1	
NKPA 4 - FINANCIAL VIABILITY & MANAGEMENT	BTO 10	All creditors over 60 days must be paid within 30 days	All creditors must be paid within 30 days from date of receipt of invoice by Expenditure Management unit from suppliers by the 30th of June 2025	Percentage	N/A	100%	N/A	100%	

MR SABEL HLELA									
DESIGNATION: MUNICIPAL MANAGER (A)									
FINANCIAL VIABILITY & MANAGEMENT									
WEIGHT (%): 20%									
CDS REFERENCE	SDBIP REFERENCE	NATIONAL KEY PERFORMANCE AREA	ANNUAL TARGET	UNIT OF MEASURE	QUARTER 1	QUARTER 2	QUARTER 3	QUARTER 4	
	BTO11	Number of indigent customers registered to receive the free basic services	6 000 indigent customers registered to receive the free basic services by the 30th June 2025	Number	500	1500	3000	6000	
	BTO12	Number of Draft budget for 2024/25 FY & two outer years prepared & submitted to TMC	1 x Final Draft & Original budget for 2025/26 FY & two outer years prepared & submitted to TMC by the 15th of May 2025	Number	N/A	N/A	N/A	1	

MR SABEL HLELA		DESIGNATION: MUNICIPAL MANAGER (A)							
FINANCIAL VIABILITY & MANAGEMENT									
		WEIGHT (%): 20%							
CDS REFERENCE	SOBIP REFERENCE	NATIONAL KEY PERFORMANCE AREA	ANNUAL TARGET	UNIT OF MEASURE	QUARTER 1	QUARTER 2	QUARTER 3	QUARTER 4	
	BTO13	100% of Capital Expenditure spent for the Budget & Treasury BU	100% of Capital Expenditure spent for the Budget & Treasury BU by the 30th of June 2025	Percentage	100%	100%	100%	100%	

MR SABELO HLELA									DESIGNATION:MUNICIPAL MANAGER			
GOOD GOVERNANCE & PUBLIC PARTICIPATION				WEIGHT (%): 15%								
CDS REFERENCE	SDBIP REFERENCE	NATIONAL KEY PERFORMANCE AREA	ANNUAL TARGET	UNIT OF MEASURE	QUARTER 1	QUARTER 2	QUARTER 3	ANNUAL				
1 - BUILDING A CAPABLE & DEVELOPMENTAL MUNICIPALITY	GG 01	NKPA 5 - GOOD GOVERNANCE & PUBLIC PARTICIPATION	Audit outcome as determined by the Auditor General during the statutory audit of the municipal annual financial statements by the 30th of June 2025	N/A	N/A	N/A	N/A	Audit outcome as determined by the Auditor General during the statutory audit of the municipal annual financial statements by the 30th of June 2025				
1 - BUILDING A CAPABLE & DEVELOPMENTAL MUNICIPALITY	GG 02	NKPA 5 - GOOD GOVERNANCE & PUBLIC PARTICIPATION	Funding status of the Municipal budget as determined by Provincial Treasury by the 30th of June 2025	N/A	N/A	N/A	N/A	Funding status of the Municipal budget as determined by Provincial Treasury by the 30th of June 2025				
1 - BUILDING A CAPABLE & DEVELOPMENTAL MUNICIPALITY	GG 03	NKPA 5 - GOOD GOVERNANCE & PUBLIC PARTICIPATION	Clean Audit Commitment for matters within my jurisdiction by resolving all audit findings by the 30th of June 2025	Number of findings resolved	N/A	N/A	N/A	Clean Audit Commitment for matters within my jurisdiction by resolving all audit findings by the 30th of June 2025				
1 - BUILDING A CAPABLE & DEVELOPMENTAL MUNICIPALITY	GG 04	NKPA 5 - GOOD GOVERNANCE & PUBLIC PARTICIPATION	Deficit / Surplus in the statement of Financial Performance in the most recent set of audited Financial statements reported against by the 30th of June 2025	N/A	N/A	N/A	N/A	Deficit / Surplus in the statement of Financial Performance in the most recent set of audited Financial statements reported against by the 30th of June 2025				

MR SABELO HLELA									
DESIGNATION:MUNICIPAL MANAGER		WEIGHT (%): 15%							
GOOD GOVERNANCE & PUBLIC PARTICIPATION									
CDS REFERENCE	SDBIP REFERENCE	NATIONAL KEY PERFORMANCE AREA	ANNUAL TARGET	UNIT OF MEASURE	QUARTER 1	QUARTER 2	QUARTER 3	ANNUAL	
1 - BUILDING A CAPABLE & DEVELOPMENTAL MUNICIPALITY	GG 05	NKPA 5 - GOOD GOVERNANCE & PUBLIC PARTICIPATION	Cash backing of Conditional Grants reported on by the 30th of June 2025	N/A	N/A	N/A	N/A	Cash backing of Conditional Grants reported on by the 30th of June 2025	
1 - BUILDING A CAPABLE & DEVELOPMENTAL MUNICIPALITY	GG 06	NKPA 5 - GOOD GOVERNANCE & PUBLIC PARTICIPATION	100% Functionality of the LTT by the 30th of June 2025	Percentage	N/A	N/A	N/A	100% Functionality of the LTT by the 30th of June 2025	
1 - BUILDING A CAPABLE & DEVELOPMENTAL MUNICIPALITY	GG 07	NKPA 5 - GOOD GOVERNANCE & PUBLIC PARTICIPATION	100% Functionality of the Municipal Disciplinary Board by the 30th of June 2025	Percentage	N/A	N/A	N/A	100% Functionality of the Municipal Disciplinary Board by the 30th of June 2025	
1 - BUILDING A CAPABLE & DEVELOPMENTAL MUNICIPALITY	GG 08	NKPA 5 - GOOD GOVERNANCE & PUBLIC PARTICIPATION	100% Functionality of the Municipal Disciplinary Board by the 30th of June 2025	Percentage	N/A	N/A	N/A	100% Functionality of the Municipal Disciplinary Board by the 30th of June 2025	
1 - BUILDING A CAPABLE & DEVELOPMENTAL MUNICIPALITY	GG 09	NKPA 5 - GOOD GOVERNANCE & PUBLIC PARTICIPATION	Facilitation of relations with external stakeholders by the 30th of June 2025	Date	N/A	N/A	N/A	Facilitation of relations with external stakeholders by the 30th of June 2025	
1 - BUILDING A CAPABLE & DEVELOPMENTAL MUNICIPALITY	CS 08	NKPA 5 - GOOD GOVERNANCE & PUBLIC PARTICIPATION	100% of Secretariat & Auxiliary Services provided by the 30th of June 2025	Percentage	100%	100%	100%	100%	
	CS 09		95% uptime by the 30th of June 2025	Percentage	95%	95%	95%	95%	
	GG 10	NKPA 5 - GOOD GOVERNANCE & PUBLIC PARTICIPATION	Implementation of the EPWP Program by the 30th of June 2025	Date	N/A	N/A	N/A	Implementation of the EPWP Program by the 30th of June 2025	

MR SABELO HLELA		DESIGNATION: MUNICIPAL MANAGER					
CROSS CUTTING		WEIGHT (%): 10%					
SDBIP REFERENCE	NATIONAL KEY PERFORMANCE AREA	ANNUAL TARGET	UNIT OF MEASURE	QUARTER 1	QUARTER 2	QUARTER 3	ANNUAL
SD&CE 10	NKPA 6 - CROSS CUTTING	100% of Safe City activities completed by the 30th of June 2025	Percent age	100%	100%	100%	100%
SD&CE 11		17 000 sites baited and/or treated by the 30th of June 2025	Number	3 000	6 000	11 500	17 000
SD&CE 12		1 820 water samples taken & analysed by the 31st of June 2025	Number	455	910	1 365	1 820

MR SABELO HLELA		DESIGNATION: MUNICIPAL MANAGER					
CROSS CUTTING		WEIGHT (%): 10%					
SDBIP REFERENCE	NATIONAL KEY PERFORMANCE AREA	ANNUAL TARGET	UNIT OF MEASURE	QUARTER 1	QUARTER 2	QUARTER 3	ANNUAL
SD&CE 13		1 x Final Housing Sector Plan submitted by the 31st of March 2025	Number	N/A	N/A	1	N/A
SD&CE 14		280 x New Housing Units constructed by the 30th of June 2025	Number	70	140	210	280