

### INDIVIDUAL ANNUAL PERFORMANCE AGREEMENT

### ENTERED INTO BY AND BETWEEN:

## MSUNDUZI MUNICIPALITY

Herein represented by:

Mr Mxolisi Alexius Nkosi

In his/her capacity as: Municipal Manager

AND

Mr Thokozani Shadrack Maseko

As the Deputy Municipal Manager: Infrastructure Services

PERIOD OF AGREEMENT: 1 July 2012 to 30 June 2013

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

Signatures: Employee: .,

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rvisor: ....

Date.....07/08/2012.....

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### WHEREBY IT IS AGREED AS FOLLOWS:

### 1. PURPOSE

- 1.1 The purpose of entering into this agreement is to communicate to the Employee the performance expectations of the Municipality.
- The performance agreement defines the Council's expectations of the employee's performance agreement to which this document is attached and Section 57 (1) (a) of the Municipal Systems Act, which provides that performance objectives and targets must be based on the key performance Indicators as set in the Municipality's Integrated Development Plan (IDP) as reviewed annually.
- 1.3 Should any non-agreement arise between the Employer and the Employee in respect of matters regulated by this agreement, the process outlined in the Municipality's PMDS should be followed. If this process fails, the Employee may apply the formal grievance rules.

### 2. VALIDITY OF THE AGREEMENT

- 2.1 The agreement will be valid for the period 1 July 2012 to 30 June 2013
- 2.2 The content of the agreement may be revised at any time during the above-mentioned period to determine the applicability of the matters agreed upon, especially where changes are significant.
- 2.3 If at any time during the validity of this agreement the work environment of the Municipality changes (whether as a result of Council or Management decisions or otherwise), to the extent that the contents of this agreement are no longer appropriate, the contents shall immediately be revised.

### 3. JOB DETAILS

Employee Number

0301470

Management level

Level 2

Component

Infrastructure Services

Unit

Infrastructure Services

Location.

Head Office - City Hall

Occupational classification

Senior Management (Section 56)

Designation

Deputy Municipal Manager: Infrastructure Services

Signatures: Employee:

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### JOB PURPOSE

The purpose of the DMM: Infrastructure Services' job should be in line with the Municipality's priorities as identified in the 2012 - 2013 Service Delivery Budget and Implementation Plan. The purpose of the DMM: Infrastructure Services is to assist the Municipal Manager in implementing the Municipality's Strategic Objectives by ensuring efficient provisioning and management of Municipal Infrastructure Services, through the implementation of policies, strategies, projects and processes that advance the realisation of goals and objectives of the Msunduzi Municipality.

### Overall accountability of the jobholder:

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

### JOB FUNCTIONS

The key functions of the jobholder are to:

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

### REPORTING REQUIREMENTS/LINES & ASSESSMENT LINES 6.

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

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

In turn the supervisor shall:

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

Signatures: Employee: Page 3 of 7

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

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. Date .....07/08/2012......Supervis

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### 7. PERFORMANCE ASSESSMENT/APPRAISAL FRAMEWORK

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

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

NB: KPAs should preferably not exceed five (5).

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

NOTE: WEIGHTING OF KPAs MUST TOTAL 100%

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

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

<sup>\*</sup> Compulsory

NOTE: WEIGHTING OF CMCs MUST TOTAL 100%

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

Signatures: Employee: .

Date .....07/08/2012.

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Date.....07/08/2012.

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### 9. PERFORMANCE ASSESSMENT

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

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

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

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

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

### 10. FEEDBACK

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

### 11. DEVELOPMENTAL REQUIREMENTS

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

### 12. TIMETABLE AND RECORDS OF REVIEW DISCUSSIONS AND ANNUAL ASSESSMENT

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

Assessment results (*Mid-Year review & annual evaluation*) shall be recorded in writing. Incumbents will be assessed by the Municipal Assessment Committee for Section 56 Managers in their Mid-year and Annual Reviews. Incumbents will be orally assessed by their Supervisor for their 1<sup>st</sup> and 3<sup>rd</sup> Quarter Assessments. Assessments will entail a review of progress made in respect of the fulfilling of the aforesaid responsibilities and may lead to modifications in either responsibilities or methods of assessment.

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### 14. DISPUTE RESOLUTIONS

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

### 12. AMENDMENT OF AGREEMENT

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

### 13. SIGNATURES OF PARTIES TO THE AGREEMENT

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

Name of Jobholder: 1 HOKO ZIANI	STABLACK	MASGED
A TABLE OF CONTINUES.		
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Signature: Dal	te: 07/08/2012	
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		•

AND

Name of Supervisor AAA - NKOG

Signature: ...... Date: 07/08/2012

Signatures: Employee: \_\_\_\_\_\_\_Date \_\_\_\_07/08/2012......Super

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07/08/2012.

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### ANNEXURE C

# FINANCIAL DISCLOSURE FORM

i, the undersigned (surname and initials)	Maser	075		n.ē.
1, the undersigned (surname and initials) 1  11 b/xov Ropp	11100	7,0		of
BISTEY. PMB, 32	01			(Postal address)
and				The state of the s
SAME AS ABOVE				(Residential
address) employed as DEP473 Mana	er par Ma	vac la	د : the	MSYNDYZI
Municipality hereby certify that the following	g informatio	n is com	plete ar	nd correct to the best of my
knowledge:				
Shares and other financial interests institutions)	(Not bank	c accoun	ts with	financial
See information sheet: Note <b>(1)</b>				
Number of shares / extent of financial interest	Nature	-Nomina	l value	Name of Company or entity
2. Directorships and Partnerships See information sheet: Note (2)	-			
Name of Corporate entity, partnership or firm	Type of bu	sîne <b>ss</b>	Amou	nt of Remuneration or Income
N				
			-	
3. Remunerated work outside the Municipa	l <b>ity</b> (As san	ctioned by	Council	)
See information sheet: Note (3)				
Name of Employer	Type of wo	rk	Amoun	t of Remuneration or Income
A				· · · · · · · · · · · · · · · · · · ·
Council sanction confirmed: Signature of Municipal Manager				40
				<del></del>



Date: 07/08/201	7_					
4. Consultancies and See information sheet: N		ips				
Name of client	Nature	A	Type of business	activity	Value of benef	its received
		· · · · · · · · · · · · · · · · · · ·				1
5. Sponsorships See information sheet: No	ite <b>(5)</b>					
Source of sponsorship	L	Description	on of sponsorship	Valu	e of sponsorship	o '
		P				
6. Gifts and hospitality See information sheet: No.		urce other	than a family mem	ber	•	
Description		Value	s s	Sour	ce	
NONE						
		<u> </u>		L		

See Information sheet: Note (7)

Description	Extent	Area (Square Metres)	Value
Erf 1633/65 PMB, House	50%	1060	R610 000
Erf 1683/139 PMB, House	50%	518	R380 000
Erf 3685 Howick, Land	50%	908	R240 000
Erf 06/202 Parties 1 Housek 1 and	50%	4036	R450 000
Erf 86/202 Portion 1 Howick, Land	50%	4036	R450 000

CIMNI	1 T A	100	$\Delta \mathbf{c}$	CMDI	OYFF

DATE: 07/08/ 2012 PLACE: PIETERM ARITZ BURE

### OATH/AFFIRMATION

 I certify that before administering the oath/affirmation I asked the deponent the following questions and wrote down her/his answers in his/her presence:

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	(i) ·	Do you know and understand the co	ntents 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 consc	ience?
_		Answer YES		
2.	l cer	tify that the deponent has acknow	iedged that she/he knows and unders	stands the
÷ .	conte	ents of this declaration. The deponent t	itters the following words: "I swear that th	e contents
	of th	is declaration are true, so help me	God." / "I truly affirm that the conter	nts of the
	decla	ration are		
	true".	The signature/mark of the deponent is	affixed odba প্ৰকৃষ্ণি মন্ত্ৰাম দিন্তেই চন্দ্ৰকাতি	THE I
		GARY MARITZ	ORIGINAL DOCUMENT WITHOUT	
•	FOR	ENSIC INVESTIGATOR Commissioner of Oaths		. Sheek
	Offi	Ex-officio ce of the Municipal Manager Msurigue Manigipality	2012 -08- 07	
	Private	Maurity Detector 2000	NAMES OF THE PROPERTY OF THE P	Tage -
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Comi	nissio	ner of Oath /Justice of the	SEEN BY ME	maganizad :
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letters	s) Desig	gnation (rank):	Ex Officio Republic of Sou	ıth Africa
Street	addre	ss of institution:		
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CONT	ENTS	NOTED:		
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### INFORMATION SHEET FOR THE GENERIC FINANCIAL DISCLOSURE FORM

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

Disclosure form (Annexure A):

NOTE 1: Shares and other financial interests

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

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

NOTE 2: Directorships and partnerships

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

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

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

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

NOTE 3: Remunerated work outside the Municipality (As sanctioned by Council) Designated employees are required to disclose the following details with regard to remunerated work outside the public service:

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

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

NOTE 4: Consultancies and retainerships

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

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

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### NOTE 5: Sponsorships

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

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

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

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

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

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

### NOTE 7: Land and Property

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

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

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### **SCHEDULE 2**

### CODE OF CONDUCT FOR MUNICIPAL STAFF MEMBERS

### 1. Definitions

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

### 2. General conduct

A staff member of a municipality must at all times—

- (a) loyal execute the lawful policies of the municipal council;
- (b) perform the functions of office in good faith, diligently, honestly and in a transparent manner;
- (c) act in such a way that the spirit, purport and objects of section 50 are promoted;
- (d) act in the best interest of the municipality and in such a way that the credibility and integrity of the municipality are not compromised; and
- (e) act impartially and treat all people, including other staff members, equally without favour or prejudice.

### 3. Commitment to serving the public interest

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

- (a) implement the provisions of section 50 (2);
- (b) foster a culture of commitment to serving the public and a collective sense of responsibility for performance in terms of standards and targets;
- (c) promote and seek to implement the basic values and principles of public administration described in section 195 (1) of the Constitution;
- (d) obtain copies of or information about the municipality's integrated development plan, and as far as possible within the ambit of the staff member's job description, seek to implement the objectives set out in the integrated development plan, and achieve the performance targets set for each performance indicator;
- (e) participate in the overall performance management system for the municipality, as well as the staff member's individual performance appraisal and reward system, if such exists, in order to maximise the ability of the municipality as a whole to achieve its objectives and improve the quality of life of its residents.

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### 4. Personal gain

- (1) A staff member of a municipality may not-
  - (a) use the position or privileges of a staff member, or confidential information obtained as a staff member, for private gain or to improperly benefit another person; or
  - (b) take a decision on behalf of the municipality concerning a matter in which that staff member, or that staff member's spouse, partner or business associate, has a direct or indirect personal or private business interest.
- (2) Except with the prior consent of the council of a municipality a staff member of the municipality may not—
  - (a) be a party to a contract for-
    - (i) the provision of goods or services to the municipality; or
    - (ii) the performance of any work for the municipality otherwise than as a staff member;
  - (b) obtain a financial interest in any business of the municipality, or
  - (c) be engaged in any business, trade or profession other than the work of the municipality.

### 5. Disclosure of benefits

- (1) A staff member of a municipality who, or whose spouse, partner, business associate or close family member, acquired or stands to acquire any direct benefit from a contract concluded with the municipality, must disclose in writing full particulars of the benefit to the council.
- (2) This item does not apply to a benefit which a staff member, or a spouse, partner, business associate or close family member, has or acquires in common with all other residents of the municipality.

### 6. Unauthorised disclosure of information

- (1) A staff member of a municipality may not without permission disclose any privileged or confidential information obtained as a staff member of the municipality to an unauthorised person.
- (2) For the purpose of this item "privileged or confidential information" includes any information-
  - (a) determined by the municipal council or any structure or functionary of the municipality to be privileged or confidential;
  - (b) discussed in closed session by the council or a committee of the council;
  - (c) disclosure of which would violate a person's right to privacy, or
  - (d) declared to be privileged, confidential or secret in terms of any law.
- (3) This item does not derogate from a person's right of access to information in terms of national

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legislation.

### 7. Undue influence

A staff member of a municipality may not—

- (a) unduly influence or attempt to influence the council of the municipality, or a structure or functionary of the council, or a councillor, with a view to obtaining any appointment, promotion, privilege, advantage or benefit, or for a family member, friend or associate;
- (b) mislead or attempt to mislead the council, or a structure or functionary of the council, in its consideration of any matter; or
- (c) be involved in a business venture with a councillor without the prior written consent of the council of the municipality.

### 8. Rewards, gifts and favours

- (1) A staff member of a municipality may not request, solicit or accept any reward, gift or favour for—
  - (a) persuading the council of the municipality, or any structure or functionary of the council, with regard to the exercise of any power or the performance of any duty;
  - (b) making a representation to the council, or any structure or functionary of the council;
  - (c) disclosing any privileged or confidential information; or
  - (d) doing or not doing anything within that staff member's powers or duties.
- (2) A staff member must without delay report to a superior official or to the speaker of the council any offer which, if accepted by the staff member, would constitute a breach of subitem (1).

### 9. Council property

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

### 10. Payment of arrears

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

### 11. Participation in elections

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

### 12. Sexual harassment

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

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### 13. Reporting duty of staff members

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

### 14. Breaches of Code

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

### 14A. Disciplinary steps

- (1) A breach of this Code is a ground for dismissal or other disciplinary steps against a staff member who has been found guilty of such a breach.
- (2) Such other disciplinary steps may include-
  - (a) suspension without pay for no longer than three months; (b) demotion;
  - (c) transfer to another post;
  - (d) reduction in salary, allowances or other benefits; or
  - (e) an appropriate fine.

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PERSONAL DEVELOPMENT PLAN

ENTERED INTO BY AND BETWEEN:

# MSUNDUZI MUNICIPALITY

Herein represented by:

Mr Mxolisi Alexius Nkosi (Full Name)

In his/her capacity as: Municipal Manager (Supervisor)

AND

Mr Thokozani Shadrack Maseko (Full Name)

As the DIMM: Infrastructure Services (Jobholder)

PERIOD OF DEVELOPMENT: 1 July 2012 to 30 June 2013

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

Signatures: Employee:

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MRT	MR THOKOZANI MASEKO	0			DMM: INFRA	DMM: INFRASTRUCTURE SERVICES	SERVICES			
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National KPA (SDBIP)	Key Performance Area (KPA)	Weight (%)	Activities	Indicator	Baseline	Target	Timeframe		Reviews	
Dania Carries	_						<u> </u>	Target	Actual	Ortanter
and Infrastructure	basic Service Delivery	45.0%	Rehabilitation Sanitation	km of sewer pipe replaced	50 km of sewer pipe to be upgraded	Replace 3 km of sewer pipe	2013/06/30			121
Developinent			Infrastructure	no of pump stations upgraded	S	1 Pump Station	2013/06/30			
			Shenstone Ambleton Sanitation System	Km of pipe installed	0	3.8 km of pipe installed	30-Jun-13			
			Sewer Pipes unit H- Ward 16	Completed Design and Tender Document	NA	30-Jun-13	3			
			Sewer Pipes Azalea - Phase 2	Completed Design and Tender Document	N/A	30-Jun-13	3			
			Infr <b>astru</b> cture Feasibility	Completed Design and Tender Document	High fevels of Storm Water Infiltration	30-Jun-13	13			
			Elimination of Conservancy Tanks-	km of sewer installed	N/A	2.5 km of sewer installed	30-Jun-13			
			Service Midblock Eradication	km of Sewer Pipe N/A constructed		5km of sewer pipe installed	30-Jun-13			
			Basic Water Supply			0.5km of water pipe	30-Jun-13			
			Masons Reservoir & Pipeline	Completed Final Design and Tender Documentation		30 June 2013	1013			
			Copesville Reservoir	% Project Complete	0	Cast 100% Floor	30-Jun-13			
						Cast 50% Reservoir				
			Reduction - Non Revenue Wate	% of non revenue water wasted	46% of non revenue water wasted	50.5% of non revenue water wasted	30-Jun-13			
		<del>-</del>	Elimination of Conservancy Tanks-Water		0	0.3km of water pipe installed	30-Jun-13		-	
			Service Midblock Eradication		0	0.4 of water pipe installed	30-Jun-13			
	-		Edendale Proper		Not yet appointed	31-Dec-12	-12			
-	4-	-		Km of Water Pipe constructed	3.9km water pipe constructed	3.6km of water pipe completed	30-Jun-13			
			Service connections (oredit meters)	Number of connections installed	600 connections	600 connections	30-Jun-13			
,			Service connections (pre-paid)	Number of connections installed	1000 prepaid connections installed	1000 prepaid meter connections	30-Jun-13			
			Electrication	Number of connections installed	500 installed	500 connections installed (Ezinketheni (Copesville)	30-Jun-13			
			High mast lights	Number of high mast installed	N/A	20 High mast	30-Jun-13			

Signatures: Employee:

...... Date 07.08.2012........Supervisor. .....

......Date .....

Mini sub-stations	Number of mini substations 10 Mini substations	Г	10 Mini embetatione	100 m		
	replaced		STORESCOOL NAME OF	51-11II-06		
ransformers	Number of Pole mounted transformers replaced	12 pole mounted transformers	12 pole mounted transformers	30-Jun-13		
Switchgear	Number of switch gear replaced	rand	40 Switchgear and accessories	30-Jun-13	The state of the s	
Ground Mounted Transformers & ring main units	Number of Ground Mounted Transformers replaced	1	6 Transformers replaced	30-Jun-13		
	Number of ring main units replaced	rain units	10 Ring main units replaced	30-Jun-13		
Streellighls	Number of street lights replaced	Obsolete	900 Street lights	30-Jun-13		
Hilton Overhead Line	Completed construction of line		33kv overhead line constructed	31-Dec-12		
Protection testing & Maintenance	Completion of protection setting and grading	essment of sub on complete	Protection study, testing, maintenance and updating-	31-Dec-12		
Electricity Maintenance Plan	Electricity Maintenance Adopted maintenance plan NIA	TARREST TO THE PARTY OF THE PAR	30-Jun-13	9		
Electricity upgrade & protection	Number of equipment replaced	Obsolete equipment	Replacement of all obsolete equipment	30-Jun-13		
Horse Shoe Access Road	km of road upgraded		Upgrading of 1.2 km Horse Shoe Access Rd	30-Jun-13		
Moscow Roads	km of road upgraded	Grav-seal and gravel roads with limited access levels in need of upgrade to all	Upgrading of 1.3 km to Moscow Roads	30-Jun-13		
Ashdown Roads	km of road upgraded	Grav-seal and gravel Grav-seal and gravel roads with limited access levels in need of upgrade to all	Rehabilitation of 2.0 km Ashdown Roads	30-Jun-13		
Machibisa/Dambuza Roads	km of road upgraded	resulting access foats-seal and gravel roads with limited access levels in need of upgrade to all weather access	Upgrading of 0.8 km Machibisa / Dambuza Roads	30-Jun-13		
D1128 Road	km of road upgraded	Gravel roads with firnited access levels in need of upgrade to all weather access	Upgrade of 3.25 km gravel road into all weather access	30-Sep-12		
Station Road Bridge	Date of approved EIA	ì	D Design Report and Approved EIA (RoD from DAEARD)	30-Jun-13		
Hamville Internal Roads	km of road upgraded	Gravel roads with immited access levels in need of upgrade to iall weather access	Upgraded 1.2km internal gravel roads in Haniville Township	30-Jun-13		

Signatures: Employee:

...... Date 07.08.2012......Supervisor:

....Date

# 201 - 2013 MUNICIPALITY WORKPLAN

km of road upgraded report km of road upgraded km of road upgraded livestigation and design report km of road upgraded mites s Completion date of Chota metery miestone by date act) No of new cremators installed		km of road upgraded	<u>s</u> 0	Upgraded 1.3km	30-Jun-13	
Pate of approved design report  Implication of coad upgraded  Implication of coad upgraded of coad solutions of coad upgraded of coad solutions of coad upgraded of coad vibrations of coad vibrations of coad upgraded of coad vibrations of coad vibrations of coad upgraded of coad vibrations of coa				Jpgraded 1.3km of Sravel Roads in Ward 22	30-Jun-13	
G Roads kin of road upgraded Gravel roads with becase I levels gravel roads in Ward in need of upgrade to fall weather access levels finestigated and report report and report access levels in need of upgrade to finestigation design Report and report reports and report and report and report reports and report report report reports and report report reports and report reports and report reports and report report reports and report reports and report reports and report report reports and report reports and report reports and report report reports and report reports and report reports and report report reports and report reports and report reports and reports report reports and report reports and reports report reports and r	1		1	Approved Final Design Report	31-Mar-13	
amezane Dale of completed Damaged roads by Completed British Investigation and design funcion clotted vater in Investigated report report and telegraded of investigation stormwater and design Report and read of threstigation stormwater access levels in Nearl 17 km of road upgraded Gravel roads with in reed of upgrade to Milowbountain Roads in need of upgrade to Siyamu affirs in Sobantu km of road upgraded Gravel roads with in need of upgrade to Siyamu ding Shernbe. It in need of upgrade to Siyamu and roads with in need of upgrade to Siyamu upgraded Gravel roads with in need of upgrade to Siyamu upgraded Compellion date of Chota in need of upgrade to Completion of all weather access levels in need of upgrade to Siyamu upgraded Compellion date of Chota Motals and two Level Of Municipal additional Service (LOS) in need of upgrade Completed new development into a cemetery in terms of an installed and development into a cemetery in terms of replacement installed access in reed of cremators in need of upgrade and cremators in need of upgrade of cremato		km of road upgraded		Upgraded 0.87km of gravel roads in Ward 16	31-Dec-12	_
Road km of road upgraded Gravel roads with Upgraded 2.4km of 3 in need of upgrade to all washles access levels in need of upgrade to in the upgrade to in need of upgrade to in the upgrade to in need of upgrade to in the upgrade to intensity in terms of u	waNyamazane toads	Date of completed investigation and design report	. <u>.</u>	Completed Investigated stormwater and region Report	30-Jun-13	
untain (Main, km of foad upgraded Gravel roads with Imped access levels in need of upgrade to Willowfountain Roads in need of upgrade to Millowfountain Roads in need of upgrade to all weather access levels in need of upgrade to all weather access levels in need of upgrade to all weather access levels in need of upgrade to all weather access levels in need of upgrade to grave froads with Imited access levels in need of upgrade to grave froads with Imited access levels in need of upgrade to grave froads with Imited access levels in need of upgrade to grave froads with Innied access levels in need of upgrade to grave froads with Innied access levels in need of upgrade to grave froads in need of upgrade to Completion date of Chota Mealher access levels in need of upgrade to Completion date of Chota Mealher access levels in need of upgrade to Completion of all weather access levels in the completion date of Chota Mealher access levels in need of upgrade to Completion of all weather access levels in need of upgrade to Completed new camators of all weather access levels in terms of need of upgrade of	afuleni Road	km of road upgraded	<u>≈</u> ≎	Upgraded 2.4km of Tafuleni gravel road	30-Jun-13	
Km of road upgraded Gravel roads with Initiad access levels in need of upgrade to Gravel roads with Initiad access levels in need of upgrade to Siyamu Initiad access levels Mbanjwa Rd in need of upgrade to Siyamu Initiad access levels Mbanjwa Rd in need of upgrade to Siyamu Initiad access levels In Sobantu Organia and gravel Constructed (Libraria and gravel) (Libraria and Gravel) (Libraria and Gravel) (Libraria and Gravel) (Libraria) (Libraria Constructed (Libraria) (Libr	Villowfountain (Main, huzwayo and Phupha (vads)	km of road upgraded	<b>≈</b> 5	Upgraded 3.0km of gravel roads in Willowfountain Roads	30-Jun-13	
Am of road upgraded  Imited access levels in need of upgrade to Syamu- upgrade.  Constructed Unsafe and gravel toolpaths in need of upgrade to Gravel roads in need of upgrade to Farent roads in need of upgrade to Edendale  Amotate Rd Service (LOS) in need of upgrade toolpaths	koads in Ward 17	km of road upgraded	Gravel roads with limited access levels in need of upgrade to all weather acces.	Upgraded 1.2 km	31-Dec-12	
km of footpath constructed Unsafe and graves (Constructed 0.2km footpaths in need of footpaths in Sobantu tygrade.  Km of road upgraded Gravel roads with in need of Unsafe arccess levels gravel roads in need of Ungrade to Edendele all weather access levels gravel roads in need of Ungrade to Edendele all weather access and weather access levels gravel roads in need of Ungrade to Edendele all weather access and weather access access and weather access and weather access and weather access access and weather access and weather access and weather access access and weather access and weather access and weather access access and weather access and weather access and weather access access and weather access and weather access and weather access access and weather access and weather access and weather access access and weather access and weather access and weather access access and weather access and weather access and weather access access and weather access and weather access and weather access access and weather access and weather access access and weather access and weather access and weather access and weather access ac	Abanjwa Koad	km of road upgraded	<u> </u>	Upgraded 1.9km of Mbanjwa Rd in Siyamu	30-Jun-13	
km of road upgraded Gravel roads with Upgraded 0.5km of imited access levels gravet roads in in need of upgrade to Edendate in in need of upgrade to Edendate in need of upgrade Completion of Modela Rd Amoripal additional Service (LOS) in 1.5 km road lanes in need of upgrade Completion of Service (LOS) in 1.5 km road lanes in need of upgrade Completed rew development into a connector in terms of new cemetary DAEARD In the Completed rew development into a connector in terms of new cemetary Old and dystunctional installed 2 new cremetary cremators in need of cremators	ootpaths in Sobantu	km of footpath constructed	Unsafe and gravel footpaths in need of upgrade.	Constructed 0.2km footpaths in Sobantu	31-Mar-13	
Completion date of Chote Mein Road operating Completion of at low Level Of Municipal additional additional Service (LOS) in Read of typgrade Chote Motala Road melastone by date Open land for Completed new cemetary in terms of new cemetary in term	Jpgrading Shembe, loe Ngidi, Ndwendwe, Mavimbela, Stebhisi Link, Shandu & Ntombela Roads	km of road upgraded	Gravel roads with limited access levels in need of upgrade to all weather access	Upgraded 0.5km of gravel roads in Edendele	31-Dec-13	
milestone by date Open land for Completed new development into a cemetary in terms of new cernetary approved RoD by INo of new cremators Old and dysfunctional installed a cremators in need of cremators replacement	N3/Chota Motata nterchange		Main Road operating at low Level Of Service (LOS) in need of upgrade	Completion of Municipal additional 1.5 km road lanes in Chota Motala Road	30-Sep-12	
No of new cremators Old and dystunctional Installed installed cremators cremators replacement	Hollingwood Cemetery (Multi-year project)		Open land for development into a new cemetery	Completed new cemetery in terms of approved RoD by	30-Jun-13	
	Cremators	No of new cremators installed	Old and dysfunctional cremators in need of replacement	Installed 2 new cremators	31-Mar-13	**************************************

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Date 07.08.2012......Supervisor.

# 20 - 2013 MUNICIPALITY WORKPLAN

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

Date

Date 07.08.2012......Supervisor.

Signatures: Employee:

# 201 2013 MUNICIPALITY WORKPLAN

Workflan (2)

Project Management 30.0% Month Project Management 30.0% Month Project Management Project Management Project Management Project Management Project Management Management Management Project Management Management Management Management Project Management Man	National KPA (Shelle)					CONTRACTOR OF THE PROPERTY OF	Co. A Chillian San War Co. I. Challand S. Constanting Co.	STATE OF THE SECOND SECOND			Committee of the control of the cont
Project Management 30.0% Monthly programmel Report submitted for Man Peroisect Management 30.0% Monthly programmel Report submitted for Manual Peroisect Manual Project Man	(1000)	Ney ru	Weight (%)	Activities	Indicator	Baseline		L		Reviews	
Minutes/Report sent to Many Programmed Report submitted to Manch Programmed Programmer Programmer Programmer Programmer Programmer Programmer Programmer Programmer Process Pay Minites/Report Sent to Many Minutes/Report Sent to Many Many Minutes/Report Sent to Clerk departments Administration support Maintenance and Manifes/Report Sent to Project Administration support Ensure project Administration support Project Minutes/Report Sent to Project Administration Sent Sent Sent Sent Sent Sent Sent Sen	asic Service Delivery		100 00			TO THE STORY			arnet	Artiol	Oneder
Transferoject  Igreports  Richards			80.00	Monthly programme/ project monitoring	Report submitted to Manco	Reports compiled & submitted by 5th of every	5th of every month			, and	-dual lei
Minutes/Report sent to MM Minutes/ reports Tignepoits Tignepoits Tigne lapse of all invoces All invotess packaged process packaging and submission and submitted to client departments within 48 hours within 48 hours Tigner and minutenance and maintenance and minutenance and maintenance and financial issues daily financial decomposition	٠			reports		month					
Ime lepse of all invoces wethoused by Verthesday  Time lepse of all invoces All invoices packaged packaging and submission and submitted to to client departments  Maintenance and inholementation of daily inholementation of all in				Weekly	Minutes/Report sent to MM	Minutes/ reports	End of business wednessy	SAS			
Time lapse of all invoces All invoices packaged packaging and submission and submitted to to client departments within 48 hours Maintenance and inplementation of daily implementation of all financial issues financial issues documentation completion to report Accumentation completion to report MiG/Funding Source MiG/Funding Source But 15th of every Month				prograzime/project		conpiled every					
Inter etter of an invoces packaged packaging and submitted to client departments within 48 hours  Maintenance and minimal and and implementation of daily implementing of all financial issues project documentation of one project documentation completion to report expenditure to midd's Funding Source MidG/Funding Source by the 15th of every Month.				Administration of		wednesday					
ents client departments within 48 hours  d Maintaining and of dally implementing of all financial issues daily Project financial issues daily Project footnotes and footnotes all financial issues daily Project financial issues daily Project financial issues daily Project financial issues daily McMrunding Source by the 15th of every Month				payment process	lime lapse of all invoces packaging and submission	All invoices packaged and submitted to	within 48 hours from rece	ρt			
within 48 hours  d Maintaining and implementing of all financial issues daily Project completion documentation completion to report expenditure to MG/Funding Source by the 15th of every Month					to client departments	client departments				•	
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friancial issues daily Project completion documentation ducurentation owice expenditure to MGR-unding Source by the 15th of every Month					Implementation of dally	Maintaining and implementing of all	All daily financial issues by e	ind of			
Project completion documentation diffure to completion to report expenditure to MIGAFunding Source by the 15th of every Month					financial issues	financial issues daily	rosmess ady		•		
completion documentation diffure to completion to report ource Appenditure to MIGAFunding Source by the 15th of every Month				Administration support	Ensure project	Project	15th of every Month				
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by the 15th of every Month						MIG/Funding Source					
Worlt						by the 15th of every				-	
		•				Month					

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Real animalian fast	Weight (%)	Activities	Indicator	Baseline	Target	Timoframe	52,545,055,000,000,000,000,000,000,000		
Basic Service Delivery				Information	18 30	Imetrame		Reviews	
	%	Vehicle Monitoring System		Service Provider Appointed	858 vehicles filted with monitoring system	31-Dec-12	arget	Actual	Quarter
		Vehicle and plant service plan	% of vehicles and plan serviced	inadequate service plan	100% of vehicles serviced	As per vehicle and plant maintenance			
		Fleet Policy		Draft Policy in place None	31-Dec- 100% Compliance	31-Dec-12 ance 30-Jun-13			
		Accident review committee	ional Committee	No Committee in place	31-Dec-12	12	-		
		-		No Committee in place	1 a month as per accident reports	Annually			
			% of cases resolved	No Committee in place	100% of cases resolved	Monthly			
			WORKPLAN (4)	AN (A)		100 100 100 100 100 100 100 100 100 100	2000		(A)
	Weight (%)	Activities	Indicator	Baseline Information	Target	Timeframe		Reviews	
Performance Management	10.0%	Planning and	wards	NIA	As over internal partitionation	ootification	Target	Actual	Quarter
		vgreenents	Municipal IDP Submission towards Municipal SDBIP	NIA	End 3 Quarter	arter			
			Submission of section budgets		November Annually	nnually			
			ess	No Performance Agreements in place	2013/07/01	/01			
		Monitoring and Reporting	Section Performance Monitoring Meetings		Weekly	ly .			
			Submission of Performance Reports to MANCO and		Weekly (MANCO)	ANCO)			
			EXCO		Monthly (EXCO)	xco)			
-			Submission towards Municipal Annual Report		June Annually	ıualiy			
		Assessments	Assessment meetings		End Oct	.12			
			register & Assessment Forms		End Jan '13	13			
			-		End April '13	143			
		Cornellana			End July '13	13			
		Compliance	% Compliance to	N/A	100% Compliance	Annually			
			Requirements as stipulated in the AG Performance						

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Date

### Msunduzi Personal Development Plan



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

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

- 1. What are the competencies required for this job?
  - Financial Management
  - People Management & Empowerment
  - Client orientation & Customer Focus
  - Strategic capability, governance and leadership
  - Programme and project management
  - Knowledge Management
  - Service Delivery Innovation
  - Honesty and integrity
- 2. What competencies from the above list, does the job holder already possess?
  - People Management & Empowerment
  - Client orientation & Customer Focus
  - Strategic capability and leadership
  - Programme and project management
  - Service Delivery Innovation
  - Honesty and integrity
  - Change Management
- 3. Actions/Training interventions to address the gaps/needs
  - Development Finance
  - Knowledge Management

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...Supervisor

.Date

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## Msunduzi Personal Development Plan



9	Organizational Strategic direction and Leadership
6. Act	tions/Training interventions to address future progression
3	Development Points (CPD) as a requirement for ECSA for Professional Engineers and technologists
9	Programme for Municipal Development
ə	Bachelor degree in Commerce/ Business Administration
3	Knowledge Management course
7 Cor	mments/Remarks of the Incumbent
1.00	Hitterite/Actitative of the incumbers
	ng and development in a work place is valuable tool to improve effectiveness,
Traini	ng and development in a work place is valuable tool to improve effectiveness,
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### IMPACT ASSESSMENT

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ures: Employee:	Date 07-08.	Supervisor	Date	
ures: Employee:	غdate	Supervisor	Date	Page 3 of

## Msunduzi Personal Development Plan

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Agreed upor	n: (Asimul)	
Signature:	The state of the s	
Supervisor:	M.A. NEOST	
Date:	,	
Signature: Incumbent: Date:  Date of next re	T. MASERO  eview:	

Signatures: Employee:

Data 07-08, 12

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