



PERFORMANCE AGREEMENT

MADE AND ENTERED INTO BY AND BETWEEN:

THE MUNICIPALITY OF **KWADUKUZA**,
AS REPRESENTED BY THE ACCOUNTING OFFICER

MR N. J MDAKANE
MUNICIPAL MANAGER

AND

MR TT NXUMALO
EXECUTIVE DIRECTOR: CIVIL ENGINEERING

FOR THE

FINANCIAL YEAR: 1 JULY 2025 – 30 JUNE 2026

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PERFORMANCE AGREEMENT

ENTERED INTO BY AND BETWEEN:

The Municipality of **KwaDukuza**, herein represent by **Mr N. J Mdakane** in his capacity as **Municipal Manager** (hereinafter referred to as the Employer or Accounting Officer)


and

MR TT NXUMALO, EXECUTIVE DIRECTOR: CIVIL ENGINEERING
of **KwaDukuza** (hereinafter referred to as the Employee).

WHEREBY IT IS AGREED AS FOLLOWS:

1. INTRODUCTION

- 1.1 The Employer has entered into a contract of employment with the Employee in terms of Section 57 of the Local Government: Municipal Systems Acts 32 of 2000 ("the System Act"). The Employer and the Employee are hereinafter referred to as "the Parties".
- 1.2 Section 57 of the Systems Act, read with the Contract of Employment concluded between the parties to conclude an annual performance agreement.
- 1.3 The parties wish to ensure that they are clear about the goals to be achieved and secure the commitment of the Employee to a set of outcomes that will secure local government policy goals.
- 1.4 The parties wish to ensure that there is compliance with the relevant Sections of the Systems Act.

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2. PURPOSE OF THIS AGREEMENT


The Purpose of this Agreement is to:

- 2.1 Comply with the provisions of the Systems Act as well as the Contract of Employment entered into between the parties;
- 2.2 Specify objectives and targets defined and agreed with the employee and to communicate to the employee the employer's expectations of the employee's performance and accountabilities in alignment with the Integrated Development Plan, Service Delivery and Budget Implementation Plan (SDBIP) and the Budget of the municipality;
- 2.3 Specify accountabilities as set out in the Performance Plan, which forms an annexure to the performance agreement.
- 2.4 Monitor and measure performance against set targeted outputs;
- 2.5 Use the performance agreement as the basis for assessing whether the employee has met the performance expectations applicable to his or her job;
- 2.6 Appropriately reward the Employee in accordance with the Employer's performance management policy in the event of outstanding performance; and
- 2.7 Give effect to the Employer's commitment to a performance-orientated relationship with it's Employee in attaining equitable and improved service delivery.

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3. COMMENCEMENT AND DURATION

- 3.1 This Agreement will commence on the **1 July 2025** and will remain in force until **30 June 2026**. Thereafter a new Performance Agreement, Performance Plan and Personal Development Plan shall be concluded between the parties for the next financial year or any portion thereof.⁵
- 3.2 The parties will review the provisions of this Agreement during June each year. The parties will conclude a new Performance Agreement and Performance Plan that replaces this Agreement at least once a year by not later than the beginning of each successive financial year.
- 3.3 This Agreement will terminate on the termination of the Employee's contract of employment for any reason.
- 3.4 The content of this Agreement may be revised at any time during the abovementioned period to determine the applicability of the matters agreed upon.
- 3.5 If at any time during the validity of this Agreement the work environment alters (whether as a result of government or council 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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4. PERFORMANCE OBJECTIVES

- 4.1 The Performance Plan sets out:
 - 4.1.1 The performance objectives and targets that must be met by the Employee; and
 - 4.1.2 The time frames within which those performance objectives and targets must be met.
- 4.2 The performance objectives and targets reflected in the performance plan is set by the employer in consultation with the employee and based on the Integrated Development Plan and the Budget of the municipality and shall include key objectives; key performance indicators; target dates and weightings.
- 4.3 The key objectives describe the main tasks that need to be done. The key performance indicators provide the details of the evidence that must be provided to show that a key objective has been achieved. The target dates describe the timeframe in which the work must be achieved. The weightings show the relative importance of the key objectives to each other.
- 4.4 The Employee's performance will, in addition, be measured in terms of contributions to the goals and strategies set out in the Employer's Integrated Development Plan.

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5. **PERFORMANCE MANAGEMENT SYSTEM**


- 5.1 The Employee agrees to participate in the Performance Management System that the Employer adopts or introduces for the municipality.
- 5.2 The Employee accepts that the purpose of the Performance Management System will be to provide a comprehensive system with specific performance standards to assist the Employer, management, and municipal staff to perform to the standards required.
- 5.3 The Employer will consult the Employee about the specific performance standard that will be included in the Performance Management System as applicable to the Employee.
- 5.4 The Employee undertakes to actively focus towards the promotion and implementation of the Key Performance Areas (KPAs) (including special projects relevant to the employee's responsibilities) within the local government framework
- 5.5 The criteria upon which the performance of the employee must be assessed consist of two components, both of which must be contained in the performance agreement. The employee must be assessed against both components, with a weighting of 80: 20 allocated to the Key Performance Areas (KPAs) and the Core Competency Requirements (CCRs), respectively. Each area of assessment will be weighted and will contribute a specific part to the total score. KPAs covering the main areas of work will account for 80 % and CCR s will account for 20 % of the final assessment.
- 5.6 The employee's assessment will be based on his or her performance in terms of the outputs/outcomes (performance indicators) identified as per the performance plan which are linked to the KPA's, which constitute 80% of the overall assessment result as per the weightings agreed to between the employer and employee.


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KEY PERFORMANCE AREAS (KPA'S)	WEIGHTING
Spatial Planning & Environmental Management	0%
Basic Service Delivery	44%
Local Economic Development (LED)	8%
Municipal Financial Viability and Management	21%
Good Governance and Public Participation	21%
Municipal Transformation and Institutional Development	6%
TOTAL	100%


- 5.7 In the case of managers directly accountable to the municipal manager, key performance areas related to the functional area of the relevant manager, must be subject to negotiation between the municipal manager and the relevant manager.
- 5.8 The Competency Framework (CF) will make up the other 20% of the employee's assessment score. The Competency Framework as contained in the Local Government Regulations on Appointment and Conditions of Employment of Senior Managers, 2014 must be used for this purpose. The Regulations state that there is no hierarchal connotation to the structure and all competencies are essential to the role of a Senior Manager to influence high performance. All competencies must therefore be considered as measurable and critical in assessing the level of a Senior Managers performance.

Competency Framework Structure (Competency Descriptions attached as Annexure B)


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The competencies that appear in the competency framework are detailed below : -

Leading competencies		Weighting in %
Strategic Direction and Leadership	<ul style="list-style-type: none"> • Impact and Influence • Institutional Performance Management • Strategic Planning and Management • Organisational Awareness 	10%
People Management	<ul style="list-style-type: none"> • Human Capital Planning and Development • Diversity Management • Employee Relations Management • Negotiation and Dispute Management 	10%
Program and Project Management	<ul style="list-style-type: none"> • Program and Project Planning and Implementation • Service Delivery Management • Program and Project Monitoring and Evaluation 	15%
Financial Management	<ul style="list-style-type: none"> • Budget Planning and Execution • Financial Strategy and Delivery • Financial Reporting and Monitoring 	10%
Change Leadership	<ul style="list-style-type: none"> • Change Vision and Strategy • Process Design and Improvement • Change Impact Monitoring and Evaluation 	10%
Governance & Leadership	<ul style="list-style-type: none"> • Policy Formulation • Risk and Compliance Management • Cooperative Governance 	10%
Core competencies		
Moral Competence		5
Planning and Organising		5
Analysis and Innovation		5
Knowledge and Information Management		5
Communication		5
Results and Quality Focus		10
TOTAL WEIGHT		100%


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6. EVALUATING PERFORMANCE

6.1 This Agreement sets out:

6.1.1 The standards and procedures for evaluating Employee's performance; and

6.1.2 The intervals for the evaluation of the Employee's performance.

6.2 Despite the establishment of intervals for evaluation, the Employer may in addition review the Employee's performance at any stage while the contract of employment remains in force.


6.3 Personal growth and development needs identified during any performance review discussion must be documented in a Personal Development Plan as well as the actions agreed to and implementation must take place within set time frames.

6.4 The Employee's performance will be measured in terms of contributions to the goals and strategies set out in the Employer's IDP.

6.5 The annual performance appraisal will involve:

6.5.1 Assessment of the achievement of results as outlined in the performance plan:

- (a) Each KPA should be assessed according to the extent to which the specified standards or performance indicators have been met and with due regard to ad hoc tasks that had to be performed under the KPA.
- (b) An indicative rating on the five-point scale should be provided for each KPA.
- (c) The applicable assessment rating calculator must then be used to add the scores and calculate a final KPA score.


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6.5.2 Assessment of the Competency Framework

- to
- (a) Each Competency should be assessed according to the extent which the specified standards have been met.
 - (b) An indicative rating on the five-point scale should be provided for each competency.
 - (c) The applicable assessment rating calculator then be used to add the scores and calculate a final competency score.

6.5.3 Overall Rating


An overall rating is calculated by using the applicable assessment-rating calculator. Such overall rating represents the outcomes of the performance appraisal.

6.6 The assessment of the performance of the Employee will be based on the following rating scale for KPA's and Competency Framework:

RATING	CATEGORY	DESCRIPTION
5	Outstanding Performance	Performance far exceeds the standard expected of an employee at this level. The appraisal indicates that the Employee has achieved above fully effective results against all performance criteria and indicators as specified in the PA and Performance plan and maintained this in all areas of responsibility throughout the year.
4	Performance significantly above expectations	Performance is significantly higher than the standard expected in the job. The appraisal indicates that the Employee has achieved above fully effective results against more than half of the performance criteria and indicators and fully achieved all others throughout the year.
3	Fully effective	Performance fully meets the standards expected in all areas of the job. The appraisal indicates that the Employee has fully achieved effective results against all significant performance criteria and indicators as specified in the PA and Performance Plan.
2	Not fully effective	Performance is below the standard required for the job in key areas. Performance meets some of the standards expected for the job. The review / assessment indicates that the employee has achieved below fully effective results against more than half the key performance criteria and indicators as specified in the PA and Performance Plan.
1	Unacceptable Performance	Performance does not meet the standard expected for the job. The review / assessment indicates that the employee has achieved below fully effective results against almost all of the performance criteria and indicators as specified in the PA and Performance Plan. The employee has failed to demonstrate the commitment or ability to bring performance up to the level expected in the job despite management efforts to encourage improvement.

6.7 For purposes of evaluating the annual performance of the municipal manager, an evaluation panel constituted of the following persons must be established –

- (i) Mayor.
- (ii) Chairperson of the performance audit committee.
- (iii) Member of the executive committee.


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- (iv) Mayor and/or municipal manager from another municipality; and
 - (v) Member of a ward committee as nominated by the Mayor.
- 6.8 For purposes of evaluating the annual performance of managers directly accountable to the municipal managers, an evaluation panel constituted of the following persons must be established –
- (i) Municipal Manager.
 - (ii) Chairperson of the performance audit committee.
 - (iii) Member of the executive committee.
 - (iv) Municipal manager from another municipality.
- 6.9 The manager responsible for human resources of the municipality must provide secretariat services to the evaluation panels.

7. SCHEDULE FOR PERFORMANCE REVIEWS

- 7.1 The performance of the employee in relation to his or her performance agreement must be reviewed on the following dates with the understanding that reviews in the first and third quarter may be verbal if performance is satisfactory:
- | | | |
|----------------|---|--------------------|
| First quarter | : | July - September |
| Second quarter | : | October - December |
| Third quarter | : | January-March |
| Fourth quarter | : | April-June |
- 7.2 The employer must keep a record of the mid-year review and annual assessment meetings.
- 7.3 Performance feedback must be based on the employer's assessment of the employee's performance.

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- 7.4 The employer will be entitled to review and make reasonable changes to the provisions of the performance plan from time to time for operational reasons on agreement between both parties.
- 7.5 The employer may amend the provisions of the performance plan whenever the performance management system is adopted, implemented and/or amended as the case may be on agreement between both parties.

8. DEVELOPMENTAL REQUIREMENTS

A personal development plan (PDP) for addressing developmental gaps must form part of the performance agreement.

9. OBLIGATIONS OF THE EMPLOYER

9.1 The Employer must:

- 9.1.1 Create an enabling environment to facilitate effective performance by the Employee;
- 9.1.2 Provide access to skills development and capacity building opportunities;
- 9.1.3 Work collaboratively with the Employee to solve problems and generate solutions to common problems that may impact on the performance of the Employee;
- 9.1.4 On the request of the Employee delegates such powers reasonably required by the Employee to enable him/her to meet the performance objectives and targets established in term of this Agreement; and
- 9.1.5 Make available to the Employee such resources as the employee may reasonably require from time to time to assist him/her to meet the performance objectives and targets established in terms of this Agreement.

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10. CONSULTATION

- 10.1 The Employer agrees to consult the Employee timeously were the exercising of the powers will have amongst others:
- 10.1.1 A direct effect on the performance of any of the Employee's functions;
 - 10.1.2 Commit the Employee to implement or to give effect to a decision made by the Employer; and
 - 10.1.3 A substantial financial effect on the Employer.
- 10.2 The employer agrees to inform the employee of the outcome of any decisions taken pursuant to the exercise of powers contemplated in 10.1 above, as soon as is practicable to enable the employee to take any necessary action without delay.
- 10.3 As soon as is practicable to enable the Employee to take any necessary action without delay.

11. MANAGEMENT OF EVALUATION OUTCOMES

- 11.1 The evaluation of the Employee's performance will form the basis for rewarding outstanding performance or correcting unacceptable performance.
- 11.2 A performance bonus ranging from 5% to 14% of the all-inclusive remuneration package may be paid to an employee in recognition of outstanding performance. In determining the performance bonus the relevant percentage is based on the overall rating, calculated by using the applicable assessment-rating calculator; provided that –

The Performance Management Regulations stipulates that a minimum of 130% qualifies for a 5% bonus and a score of 167% qualifies for a 14% performance bonus, since there are amendments made in terms of


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COGTA performance guidelines which have percentages below 130%, the following criteria will be used to cover both the Regulations and the amended COGTA guidelines:

- A score of 100% -114% is awarded a bonus of 3%
- A score of 115% -129% is awarded a bonus of 4%
- A score of 130% -149% is awarded a bonus between 5% - 9%
- A score of 150% -159% is awarded a bonus of 10%
- A score of 160% -167% is awarded a bonus between 12% - 14%

The table below stipulates the guidelines on the exact % paid out according to the scores achieved:

Rating score achieved	Percentage score achieved	Bonus paid
1	69% and below	0%
2	70% - 99%	0%
3	100% - 114%	3%
	115% - 129%	4%
4	130% - 135%	5%
	136% - 140%	7%
	141% - 143%	8%
	144% - 149%	9%
5	150% - 159%	10%
	160%- 167%	12% - 14%

11.3 In the case of unacceptable performance, the employer shall –

- (a) provide systematic remedial or developmental support to assist the employee to improve his or her performance; and
- (b) after appropriate performance counselling and having provided the necessary guidance and/or support and

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reasonable time for improvement in performance, and performance does not improve, the employer may consider steps to terminate the contract of employment of the employee on grounds of unfitness or incapacity to carry out his or her duties.

12. DISPUTE RESOLUTION

12.1 Any disputes about the nature of the Employee's performance agreement, whether it relates to key responsibilities, priorities, methods of assessment and/or any other matter provided for, shall be mediated by:

(a) In the case of the municipal manager, the MEC for local government in the province within thirty (30) days of receipt of a formal dispute from the employee, or any other person designated by the MEC ; and


(b) In the case of managers directly accountable to the municipal manager, the mayor within thirty (30) days of receipt of a formal dispute from the employee;

whose decision shall be final and binding on both parties.

12.2 Any disputes about the outcome of the employee's performance evaluation, must be mediated by –

(a) In the case of the municipal manager, the MEC for local government in the province within thirty (30) days of receipt of a formal dispute from the employee, or any other person designated by the MEC ; and

(b) In the case of managers directly accountable to the municipal manager, a member of the municipal council, provided that such member was not part of the evaluation panel provided for in sub-regulation 27(4)(e) of the Local Government: Municipal Regulations for Municipal Managers & Managers Directly Accountable to Municipal Managers, 2006, within



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thirty (30) days of receipt of a formal dispute from the employee;

whose decision shall be final and binding on both parties.

13. GENERAL

- 13.1 The contents of the performance agreement must be made available to the public by the employer in accordance with the Municipal Finance Management Act, 2003 and Section 46 of the Act.
- 13.2 Nothing in this agreement diminishes the obligations, duties or accountabilities of the employee in terms of his or her employment contract, or the effects of existing or new regulations, circulars, policies, directives or other instruments.
- 13.3 The performance assessment results of the municipal manager must be submitted to the MEC responsible for local government in the relevant province as well as the national minister responsible for local government, within fourteen (14) days after the conclusion of the assessment.

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Thus, done and signed at **KwaDukuza** on this the 21 day of **June 2025**.

EMPLOYEE :

T. NXUMALO
PRINT NAME


SIGNATURE

WITNESS 1 : Mpumehle R Mkhahle
PRINT NAME

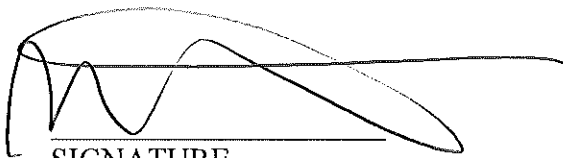

SIGNATURE

WITNESS 2 : Pearl Mbili
PRINT NAME


SIGNATURE

EMPLOYER :

N.J. MDATKANE
PRINT NAME


SIGNATURE

WITNESS 1 : QINISILE MSWELI
PRINT NAME


SIGNATURE

WITNESS 2 : John Phaula
PRINT NAME



SIGNATURE



PERSONAL DEVELOPMENT PLAN

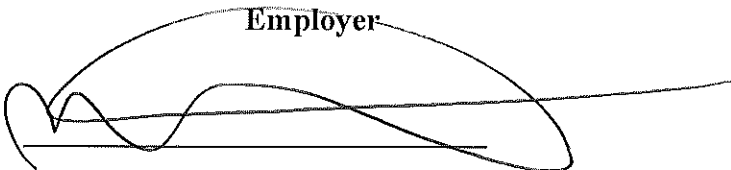
MUNICIPALITY : KWADUKUZA
INCUMBENT : T.T NXUMALO
SALARY : _____
JOB TITLE : EXECUTIVE DIRECTOR: CIVIL ENGINEERING
REPORT TO : MUNICIPAL MANAGER


1. What are the competencies required for this job (refer to competency profile of job description)?
 - relevant policy and legislation
 - institutional governance systems
 - performance management
 - engineering master planning
 - project management and implementation
 - supply Chain Management regulations and Preferential Procurement Framework Act 2000
2. What competencies from the above list, does the job holder already possess?
 - All
3. What then are the competency gaps? (If the job holder possesses all the necessary competencies, complete No's 5 and 6.)
 - N/A
4. Actions/Training interventions to address the gaps/needs
 - N/A
5. Indicate the competencies required for future career progression/development
 - N/A
6. Actions/Training interventions to address future progression
 - N/A
7. Comments/Remarks of the Incumbent
 - N/A


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8. Comments/Remarks of the supervisor
- N/A

Agreed upon

Signature : 
Supervisor : Municipal Manager
Date : 27-06-2025

Signature : 
Incumbent : T.T NXUMALO
Date : 27-06-2025

Date of next review: 30 June 2026


3.S.

FINANCIAL DISCLOSURE FORM

I, the undersigned (surname and initials) **Nxumalo, T.T.**, of **79 Ruston Place, Phoenix, 4068** (Postal address) and **79 Ruston Place, Phoenix, 4068** (Residential address) employed as **Executive Director : Civil Engineering** at the **KwaDukuza 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
N/A			

2. **Directorships and Partnerships**

See information sheet: Note (2)

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

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
N/A		

Council sanction confirmed :

Signature of Municipal Manager :



Date : 27-06-2025

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4. **Consultancies and retainerships**

See information sheet: Note (4)

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

5. **Sponsorships**

See information sheet: Note (5)

Source of sponsorship	Description of sponsorship	Value of sponsorship
N/A		

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

See information sheet: Note (6)

Description	Value	Source
N/A		

7. **Land and property**

See information sheet: Note (7)

Description	Extent	Area	Value
Residential Property	250m2	Phoenix	R400 000



SIGNATURE OF EMPLOYEE

DATE: 27-06-2025

PLACE: KwaDukuza

J.S.

KJ QPCM

INFORMATION SHEET FOR THE GENERIC FINANCIAL DISCLOSURE FORM

The following notes is a guide to assist with completing the Financial Disclosure form (Annexure 1):

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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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: WILLIAM MTHANDENI MKHIZE (Block letters)

Designation (rank): EX-OFFICIO Ex Officio Republic of South Africa

Street address of institution: WILLIAM MTHANDENI MKHIZE

HR ADMINISTRATION OFFICER

Date: 27-06-2025 KWADUKUZA MUNICIPALITY

Place: Kwadukuzi COMMISSIONER OF OATHS

(EX-OFFICIO)

TEL: 032 437 5145

CELL: 083 562 9638


CONTENTS NOTED: MUNICIPAL MANAGER

DATE: 27-06-2025

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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 of the Local Government: Municipal Systems Act, Act 32 of 2000 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); of the Local Government: Municipal Systems Act, Act 32 of 2000;
- (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 maximize 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.

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- (3) This item does not derogate from a person's right of access to information in terms of national legislation.

7. Undue influence

A staff member of a municipality may not –

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

8. Rewards , gifts and favours

(1) A staff member of a municipality may not request, solicit or accept any reward, gift or favour for –

- (a) persuading the council of the municipality, or any structure or functionary of the council, with regard to the exercise of any power or the performance of any duty;
- (b) making a representation to the council, or any structure or functionary of the council;
- (c) disclosing any privileged or confidential information; or
- (d) doing or not doing anything within that staff member's powers or duties.

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

9. Council property

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

10. Payment of arrears

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

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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.



EMPLOYEE SIGNATURE

NXUMALO T.T
PRINT NAME



EMPLOYER SIGNATURE

MDAKANE N.J
PRINT NAME

30 JUNE 2025

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N.J. *MRM*
QPM *PAM*
J.S.

PERFORMANCE PLAN

Entered into by and between

THE KWADUKUZA MUNICIPALITY

And

EXECUTIVE DIRECTOR: CIVIL ENGINEERING

MR T.T NXUMALO

1. Purpose

The performance plan defines the Council's expectations of the Municipal Manager's performance agreement to which this document is attached and Section 57 (5) 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) and as reviewed annually.

2. Key responsibilities



The following objects of local government will inform the Municipal Manager's performance against set performance indicators:

- 2.1 Provide democratic and accountable government for local communities.
- 2.2 Ensure the provision of services to communities in a sustainable manner.
- 2.3 Promote social and economic development.
- 2.4 Promote a safe and healthy environment.
- 2.5 Encourage the involvement of communities and community organisations in the matters of local government.

3. Key Performance Areas

The following Key Performance Areas (KPA's) as outlined in the Local Government: Municipal Performance Regulations for Municipal Managers and Managers Directly Accountable to Municipal Managers (2006), inform the strategic objectives listed in the table below:

- 3.1 Basic Service Delivery.
- 3.2 Municipal Institutional Development and Transformation.
- 3.3 Local Economic Development (LED).
- 3.4 Municipal Financial Viability and Management.
- 3.5 Good Governance and Public Participation.

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4. Key Performance Objectives and Indicators, for the Municipal Manager

The provisions and statutory time frames contained in the following legislation are required to be reported on and measured:

- 4.1 Section 157 of the Constitution of the Republic of South Africa, 1996
- 4.2 Local Government: Municipal performance Regulations for Municipal Managers and Managers Directly Accountable to Municipal Manager, 2006 (Regulation No. R805, dated 1 August 2006)
- 4.3 Regulation No. 796 (Local Government: Municipal Planning and Performance Management Regulations, 2001) dated 24 August 2001
- 4.4 Municipal Finance Management Act, 2003, in particular, but not limited to, Chapter 8. (Must include, *inter alia*, tariff policy, rates policy, credit control and debt collection policy, supply chain management policy and an unqualified Auditor General's report.)
- 4.5 Property Rates Act, 2004.
- 4.6 Municipal Structures Act, 1998, in particular, but not limited to, Chapter 5 (Powers and functions as determined by legislation or agreement)
- 4.7 Municipal Systems Act, 2000, in particular, but not limited to, sections 55 to 57
- 4.8 Any other applicable legislation specific to the Municipal Manager.

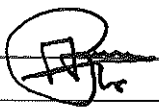
PERFORMANCE PLAN (SCORECARD ATTACHED)

Signed and accepted by  _____

Job title: Executive Director: Civil Engineering Services

Date: 27-06-2025


Signed by the **MUNICIPAL MANAGER** on behalf of the **KWADUKUZA** Council

SIGN:  _____

Date: 27-06-2025

J.S. N. QPM

CIVIL ENGINEERING SCORECARD 2025 - 2026 FINANCIAL YEAR															
ORG SCORECARD OPMS-No.	PROJECT NAME	ANNUAL BUDGET & SOURCE OF FUNDING IF OTHER THAN COUNCIL	KEY PERFORMANCE INDICATORS	ANNUAL TARGET	ANNUAL TARGET DESCRIPTION	Q1 TARGET	TARGET DESCRIPTION	Q2 TARGET	TARGET DESCRIPTION	Q3 TARGET	TARGET DESCRIPTION	Q4 TARGET	TARGET DESCRIPTION	Ward	Portfolio of Evidence (POE)
NATIONAL KEY PERFORMANCE AREA 1 : MUNICIPAL TRANSFORMATION AND INSTITUTIONAL DEVELOPMENT (Weighting=6%)															
CVL 01	IPMS	R0.00	The percentage Implementation of the Individual Performance Management System(IPMS) from Task Grade 19 to Task Grade 12.	100%	100% Implementation of the Individual Performance Management System (IPMS) for 136 employees from Task Grade 19 to Task Grade 12 by 30 June 2026.	40%	1) Conduct Annual Performance Assessments for all employees who have signed IPPs by 30 September 2025(20%) 2) 2025/2026 - Signed Performance plans for 136 employees from T 19 to T 12 submitted to the IPMS Office by the 31 July 2025 (20%)	20%	Conduct Municipal Performance Moderations for employees from T 19 to T 12 (20%).	40%	(1) Mid-Term Reviews for employees from T19 to T12 by 28 February 2026 (20%). (2) Adjustments of scorecards for T19 to T12 submitted to IPMS office (20%).	0%	No target	Internal	(1) Print out from VIP payroll for KDM employees from T19 to T12 and List signed by Director HR showing all KDM employees from T19 to T12 who have signed and submitted the performance agreements. (2) Notice of the reviews and attendance registers of all Mid-Term Reviews conducted. (3) Signed list of KDM employees from T19 to T12 submitted adjusted individual performance plans. (4) Notice of the moderation meeting, Agenda, Attendance register, and minutes.
CVL 02	Cascading of PMS	R0.00	The percentage Implementation of cascading of the Individual Performance Management System for KDM employees in Task Grade 11 by target date.	100%	100% Implementation of cascading of the Individual Performance Management System for KDM employees in Task Grade 11 by 30 June 2026.	33%	Performance plans for 2 employees in T11 submitted to the IPMS Office by the 31 July 2025. (33%)	0%	No target	67%	(1) Mid-Term Reviews for employees in T11 by 2 February 2026. (33%) (2) Adjustments of scorecards for T11 employees submitted to IPMS office (34%).	0%	No target	Internal	(1) Print out from VIP payroll of KDM employees in T11 . (2) List signed by Director HR showing all KDM employees in T11. (2) Notice of the reviews/assessments for employees in T 11. (3) Minutes and attendance registers of all Mid-Term Reviews conducted for employees in T 11. (4) Signed list of KDM employees from T19 to T12 submitted adjusted individual performance plans.
NATIONAL KEY PERFORMANCE AREA 2: GOOD GOVERNANCE & PUBLIC PARTICIPATION (Weighting=21%)															
CVL 03	Governance	R0.00	The turnaround time to upload completed Performance Information onto the Electronic Performance Management System.	10 5	1)Upload completed Performance Information onto the Electronic Performance Management System by the 10th of the month following quarter end. (10 days) 2)For Q2 by 5 January. (5 days)	10	10	Upload completed Performance Information by the 10th of October 2025 for Q1.	5	Upload completed Performance Information by the 5th of January 2026, for Q2 and mid year information.	10	Upload completed Performance Information by the 10th of July 2026, for Q4 and Annual.	Internal	Verification by the PME Champions per department.	
CVL 04	C88	R0.00	The number of quarterly responses to the Circular 88 National Indicators to the PME Unit.	4	4 quarterly responses to the Circular 88 National Indicators to the PME Unit by 30 June 2026	1	Quarter 4 of 2024/2025 response to Circular 88 National Indicators submitted to PME by 5 July.	1	Quarter 1 of 2025/2026 response to Circular 88 National Indicators submitted to PME by 5 October.	1	Quarter 2 of 2025/2026 response to Circular 88 National Indicators submitted to PME by 5 January.	1	Quarter 3 of 2025/2026 response to Circular 88 National Indicators submitted to PME by 5 April.	Internal	e-mail from PME sent to departments. Response from departments to PME with completed C88 Information
CVL 05	AG Action Plans	R0.00	The percentage of the business unit AG findings resolved in the AG action plan for the 2023/2024 financial year	100%	100% of AG findings resolved in the AG action plan for the 2023/2024 financial year, by 31 March 2026.	50%	AG Findings for 2023/2024 resolved.	75%	AG Findings for 2023/2024 resolved.	100%	AG Findings for 2023/2024 resolved.	0%	No target.	Internal	list of AG findings contained in the AG action plan; quarterly % resolution of AG findings resolved in the AG action plan
CVL 06	AG Action Plans	R0.00	The percentage of the business unit AG findings resolved in the AG action plan for the 2024/2025 financial year	25%	25% of AG findings resolved in the AG action plan for the 2024/2025 financial year, by 30 June 2026.	0%	No target	0%	No target	0%	No target	25%	AG Findings for 2024/2025 resolved.	Internal	list of AG findings contained in the AG action plan; quarterly % resolution of AG findings resolved in the AG action plan
CVL 07	Risk Action Plans - Fraud Risk Register	R0.00	The percentage of risk actions Implemented on the Fraud Risk Register.	70%	70% of risk actions Implemented on the Fraud Risk Register.	70%	70% of risk actions Implemented on the Fraud Risk Register.	70%	70% of risk actions Implemented on the Fraud Risk Register.	70%	70% of risk actions Implemented on the Fraud Risk Register.	70%	70% of risk actions Implemented on the Fraud Risk Register.	Internal	1. Risk Register showing the number of actions Implemented and percentage actioned. 2.Submission to Risk and Compliance Office.
CVL 08	Risk Action Plans - Operational Risk Register	R0.00	The percentage of risk actions Implemented on the Operational Risk Register.	70%	70% of risk actions Implemented on the Operational Risk Register.	70%	70% of risk actions Implemented on the Operational Risk Register.	70%	70% of risk actions Implemented on the Operational Risk Register.	70%	70% of risk actions Implemented on the Operational Risk Register.	70%	70% of risk actions Implemented on the Operational Risk Register.	Internal	1. Risk Register showing the number of actions Implemented and % actioned. 2.Submission to Risk and Compliance Office.
CVL 09	Compliance Register	R0.00	The percentage Implementation of Compliance Actions from the Compliance register by target date.	100%	100% Implementation of Compliance Actions from the Compliance register by 30 June 2026.	100%	100% Implementation of Compliance Actions from the Compliance register	100%	100% Implementation of Compliance Actions from the Compliance register	100%	100% Implementation of Compliance Actions from the Compliance register	100%	100% Implementation of Compliance Actions from the Compliance register	Internal	List of compliance matters. Compliance register dated and signed off by ED indicating how many have been complied with. 2.Submission to Risk and Compliance Office.
NATIONAL KEY PERFORMANCE AREA 3: FINANCIAL MANAGEMENT AND VIABILITY (Weighting =21%)															
OPMS 19	MIG EXPENDITURE	R52 725 000.00	The percentage expenditure on implementation of MIG Infrastructure projects within budget	100%	100% expenditure on implementation of MIG Infrastructure projects by 30 June 2026	25%	25% (R13 181 250) expenditure on implementation of MIG Infrastructure projects within budget.	50%	50% (R26 362 500) expenditure on implementation of MIG Infrastructure projects within budget.	75%	75% (R39 543 750) expenditure on implementation of MIG Infrastructure projects within budget.	100%	100% (R52 725 000)expenditure on implementation of MIG Infrastructure projects within budget.	N/A	Financial reports/COGTA expenditure certificate
CVL 10	Management of CAPEX	R115 200 776.00	The percentage expenditure on Departmental Capital budget	90%	90% expenditure on Departmental Capex by 30 June 2026 (Total = R103 680 698.40)	20%	20% expenditure on CAPEX (R20 736 139.68)	45%	45% expenditure on CAPEX(R46 656 314.28)	60%	60% expenditure on CAPEX (R62 208 419.04)	90%	90% expenditure on CAPEX (R103 680 698.40)	Internal	1) Report from finance showing Capex Spend
CVL 11	Management of OPEX	R85 257 580.00	The percentage expenditure Departmental Operating Budget	90%	90% expenditure Departmental Operating Budget by 30 June 2026 (Total = R76 731 822)	23%	22.5% (R17 264 659.95) expenditure on OPEX As per SDBIP	45%	45% (R34 529 319.90) expenditure on OPEX As per SDBIP	75%	75% (R57 548 866.50) expenditure on OPEX As per SDBIP	90%	90% (R76 731 822) expenditure on OPEX As per SDBIP	Internal	1) Report from finance showing Opex Spend

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ORG SCORECARD OPMS-No.	PROJECT NAME	ANNUAL BUDGET & SOURCE OF FUNDING IF OTHER THAN COUNCIL	KEY PERFORMANCE INDICATORS	ANNUAL TARGET	ANNUAL TARGET DESCRIPTION	Q1 TARGET	TARGET DESCRIPTION	Q2 TARGET	TARGET DESCRIPTION	Q3 TARGET	TARGET DESCRIPTION	Q4 TARGET	TARGET DESCRIPTION	Ward	Portfolio of Evidence (POE)
CVL 12	Management of Overtime.	R2 659 394.00	The percentage of expenditure on the Departmental Overtime Budget	100%	100% spend on Overtime expenditure kept within the allocated budget by 30 June 2026.	100%	Overtime expenditure kept within R2 659 394	100%	Overtime expenditure kept within R2 659 394	100%	Overtime expenditure kept within R2 659 394	100%	Overtime expenditure kept within R2 659 394	Internal	Overtime Report from Budget Office.
CVL 13	Departmental Procurement Plan	R0.00	The turnaround time to submit the Departmental Procurement Plan to the SCM Unit.	10	Submission of the Departmental Procurement Plan to the SCM Unit within 10 days of the approval of the budget.	0	No target	0	No target	0	No target	10	Submission of the Departmental Procurement Plan to the SCM Unit within 10 days of the approval of the budget.	Internal	e-mail submission to SCM unit of Procurement Plan
CVL 14	SCM - Procurement Plan	R0.00	The number of Progress Reports on the Departmental Procurement Plan submitted to SCM Unit/GG/Manco/Portfolio Committee.	8	8 Progress Reports on the Departmental Procurement Plan submitted to SCM Unit (4) and GG/Manco/Portfolio(4) Committee by 30 June 2026.	2	2 progress report for Q4 of 2025/2026 submitted SCM Unit/GG/Manco/Portfolio Committee.	2	2 progress report for Q1 of 2025/2026 submitted SCM Unit/GG/Manco/Portfolio Committee.	2	2 progress report for Q2 of 2025/2026 submitted SCM Unit/GG/Manco/Portfolio Committee.	2	2 progress report for Q3 of 2025/2026 submitted SCM Unit/GG/Manco/Portfolio Committee.	Internal	Progress Report signed by ED and submitted to SCM Unit as well as GG or Manco or Portfolio Committee
CVL 15	Irregular expenditure	R0.00	The percentage of irregular expenditure maintained.	0%	The department to maintain 0% irregular expenditure by 30 June 2026.	0%	Nil departmental irregular expenditure.	0%	Nil departmental irregular expenditure.	0%	Nil departmental irregular expenditure.	0%	Nil departmental irregular expenditure.	Internal	Irregular Expenditure report from the Finance Expenditure Section, showing departmental expenditure either no-irregular or irregular.

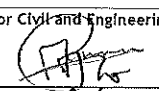
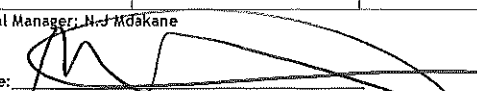
NATIONAL KEY PERFORMANCE AREA 5: LOCAL ECONOMIC DEVELOPMENT (Weighting =8%)

OPMS 41	JOB creation- CAPITAL Initiatives	R0.00	The number of jobs created through municipality's Capital Projects in the IDP	103	103 jobs created through municipality's Capital Projects in the IDP	40	40 jobs created through municipality's Capital Projects in the IDP:	40	40 jobs created through municipality's Capital Projects in the IDP:	23	23 jobs created through municipality's Capital Projects in the IDP:	0	No target	All wards	Beneficiary List of employees employed during the period under review per project. Identification numbers. When reporting for Annual no repetitions on the beneficiary list.
OPMS 42	B2B - Job Creation EPWP	R3 089 000.00	The number of job opportunities created through Implementation of Expanded Public Works Programme (EPWP)	70	70 jobs maintained through Implementation of Expanded Public Works Programme.	70	70 jobs maintained through Implementation of Expanded Public Works Programme.	70	70 jobs maintained through Implementation of Expanded Public Works Programme.	70	70 jobs maintained through Implementation of Expanded Public Works Programme.	70	70 jobs maintained through Implementation of Expanded Public Works Programme.	All wards	EPWP report, list with names, ID numbers of people under EPWP, ward location, contracts signed
CVL:16	Service provider Assessment.	R0.00	The number of Service Provider Assessments reports submitted to Manco & SCM contract's manager on all service providers within the department.	8	8 Service Provider Assessments reports submitted to Manco/GG(4) & SCM Contract's Manager(4) on all service providers within the department by 30 June 2026.	2	Q4 of 2024/2025 Service Provider Assessments reports submitted to Manco/GG(1) & SCM Contract's Manager (1).	2	Q1 of 2025/2026 Service Provider Assessments reports submitted to Manco/GG(1) & SCM Contract's Manager (1).	2	Q2 of 2025/2026 Service Provider Assessments reports submitted to Manco/GG(1) & SCM Contract's Manager (1).	2	Q3 of 2025/2026 Service Provider Assessments reports submitted to Manco/GG(1) & SCM Contract's Manager (1).	Internal	1. E-mail to Contracts Manager 2.GG/Manco resolution/E-mail of Manco Item to Manco/GG secretariat.

NATIONAL KEY PERFORMANCE AREA 6: BASIC SERVICE DELIVERY & INFRASTRUCTURE DEVELOPMENT (Weighting =44%)

OPMS 47	Melville Hall MIG - WIP	R7 461 551.00	The percentage Melville Hall completed	100%	100% completion of Melville Hall by 30 June 2026.	60%	Progress report indicating 60% of construction works done, signed off by the consultant and Executive Director Civil Engineering	75%	Progress report indicating 75% of construction works done, signed off by the consultant and Executive Director Civil Engineering	90%	Progress report indicating 90% of construction works done, signed off by the consultant and Executive Director Civil Engineering	100%	Practical completion/Completion Issued for Melville Hall-100%	Ward 24	1.Progress report indicating of construction works done, signed off by the consultant and Executive Director Civil Engineering 2.Practical completion/Completion Certificate.
OPMS 48	Nsikenl Community Hall	R5582879	The percentage Nsikenl Community Hall completed	100%	100% completion of Nsikenl Community Hall by 30 June 2026.	15%	Procurement Stage 1. TSC-5% 2. TEC-5% 3.TAC-5%	25%	1.Appointment of contractor-5% 2.Progress report indicating 20% construction works done and signed off by the Executive Director Civil Engineering	50%	Progress report indicating 50% of construction works done, signed off by the consultant and Executive Director Civil Engineering	100%	Practical completion/Completion issued for Nsikenl Hall-100%	Ward 27	1. TSC minutes 2. TEC minutes 3. TAC minutes 4. Appointment letter 5. Progress report indicating of construction works done, signed off by the consultant and Executive Director Civil Engineering 6. Practical completion/Completion Certificate
OPMS 49	Ohlanga Hall	R956 926.00	The percentage Ohlanga Community Hall completed	100%	100% completion of Ohlanga Hall by 30 June 2026.	15%	1.Appointment of contractor-5% 2-Progress report indicating construction works done and signed off by the Executive Director Civil Engineering-10%	30%	Progress report indicating 30% of construction works done, signed off by the consultant and Executive Director Civil Engineering	50%	Progress report indicating 50% of construction works done, signed off by the consultant and Executive Director Civil Engineering	100%	Practical completion/Completion Issued for Ohlanga Hall-100%	Ward 25	1. Appointment letter 2. Progress report indicating of construction works done, signed off by the consultant and Executive Director Civil Engineering 3. Practical completion Certificate/Completion Certificate
OPMS 50	Lindelani Creche-Multi year project 1. Year 1=40%-2024-2025 2. Year= 2=100%-2025-2026	R1 739 130.00	The percentage completion of the Lindelani Creche	100%	100% completion of Lindelani Creche by 30 June 2026.	20%	Progress report indicating 20% of construction works done, signed off by the consultant and Executive Director Civil Engineering	40%	Progress report indicating 40% of construction works done, signed off by the consultant and Executive Director Civil Engineering	50%	Progress report indicating 50% of construction works done, signed off by the consultant and Executive Director Civil Engineering	100%	Practical completion /Completion Certificate-100%	Ward 5	1. Construction of project-Progress report indicating of construction works done, signed off by the consultant and Executive Director Civil Engineering. 2. Practical completion /Completion Certificate
OPMS 51	Groutville Internal Roads Upgrade Ward 10- WIP	R11 153 710.00	The percentage Groutville Internal Roads Upgrade Ward 10- WIP upgrade	100%	100% (0,75km) of Groutville Internal Roads Upgrade Ward 10- WIP upgrades by 30 June 2026	15%	1.TSC-5% 2. TEC-5% 3.TAC-5%	25%	1.Appointment of contractor-5% 2.Progress report indicating 20% of construction works done, signed off by the consultant and Executive Director Civil Engineering	45%	Progress report indicating 45% of construction works done, signed off by the consultant and Executive Director Civil Engineering	100%	(0,75km) Practical Completion/Completion certificate -100%	Ward 15	1.TSC minutes 2. TEC minutes 3.TAC minutes 4. Appointment letter 5. Progress report indicating of construction works done, signed off by the consultant and Executive Director Civil Engineering 6. Practical completion/Completion Certificate

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ORG SCORECARD OPMS-No.	PROJECT NAME	ANNUAL BUDGET & SOURCE OF FUNDING IF OTHER THAN COUNCIL	KEY PERFORMANCE INDICATORS	ANNUAL TARGET	ANNUAL TARGET DESCRIPTION	Q1 TARGET	TARGET DESCRIPTION	Q2 TARGET	TARGET DESCRIPTION	Q3 TARGET	TARGET DESCRIPTION	Q4 TARGET	TARGET DESCRIPTION	Ward	Portfolio of Evidence (POE)
OPMS 52	Groutville Surface Roads and Stormwater MIG In Ward 12 WIP multi year: 2025/2026= (1km)	R6,956,521	The percentage phase2 of 3 of Groutville roads and stormwater upgraded	100%	100% (1 km) completion of phase1 of 3 of Groutville roads and stormwater upgrade by 30 June 2026	50%	Progress report Indicating 50% construction works done and signed off by the Executive Director Civil Engineering	65%	Progress report Indicating 65% construction works done and signed off by the Executive Director Civil Engineering	90%	Progress report Indicating 90% construction works done and signed off by the Executive Director Civil Engineering	100%	(1km) Practical Completion/Completion certificate -100%	Ward 12	1. Progress report Indicating of construction works done, signed off by the consultant and Executive Director Civil Engineering, 2. Practical Completion/Completion certificate
OPMS 53	Rehabilitation of Newtown Roads Curtis 2784m2 Jones 1008m2 Blaine & Howe 4797m2 Gizenga 4158m2 Blain & Jones Link Road 995m2 TOTAL: 13 742m2	R12 568 768-MIG	The percentage of Ward 19 - roads rehabilitated	100%	100% (13 742 m2) of Ward 19 roads rehabilitated by 30 June 2026	10%	1.Appointment of contractor (10%)	30%	Progress report Indicating 30% of construction works done, signed off by the consultant and Executive Director Civil Engineering	50%	Progress report Indicating 50% of construction works done, signed off by the consultant and Executive Director Civil Engineering	100%	Practical completion / Completion Certificate -100% .	Ward 20	1. Appointment of contractor 2.Progress report indicating of construction works done, signed off by the consultant and Executive Director Civil Engineering. 3. Practical completion /Completion Certificate
OPMS 54	Rehabilitation of Primrose WIP	R7 000 000.00	The percentage Rehabilitation of Primrose road WIP	100%	100% Rehabilitation of Primrose road WIP completed by 30 June 2026	15%	1. Appointment letter. 5% 2. Progress report indicating 10 % of construction works done, signed off by the consultant and Executive Director Civil Engineering by 30 September 2025	40%	1.Progress report Indicating 40% of construction works done, signed off by the consultant and Executive Director Civil Engineering	65%	Progress report Indicating 65% of construction works done, signed off by the consultant and Executive Director Civil Engineering	100%	Practical completion /Completion Certificate-100%	Ward 17	1. TAC 2. TEC 3.TAC, 4. Appointment of contractor 5. Construction of project-Progress report Indicating of construction works done, signed off by the consultant and Executive Director Civil Engineering.
OPMS 55	Ward 3 Nonoti Beach Road Access - WIP	R5 602 528.00	The percentage Ward 3 Nonoti Beach Road Access completed.	100%	100% (1.8km) completion of Ward 3 Nonoti Beach Road Access by 30 June 2026.	60%	Progress report Indicating 60% construction works done and signed off by the Executive Director Civil Engineering	75%	Progress report Indicating 75% construction works done and signed off by the Executive Director Civil Engineering	90%	Progress report Indicating 90% construction works done and signed off by the Executive Director Civil Engineering	100%	Practical completion/Completion issued for Ward 3 Nonoti Beach Road Access (1.8 km)- WIP- 100% %	Ward 03	1.Progress report indicating of construction works done, signed off by the consultant and Executive Director Civil Engineering 2.Practical Completion/Completion Certificate.
OPMS 56	Chris Hani Sport field - WIP	R3 000 000.00	The percentage completion of Chris Hani Sport field	100%	100% completion of Chris Hani Sport field - WIP by 30 June 2026	15%	1.Appointment of contractor (5%) 2.Progress report indicating 10% of construction works done, signed off by the consultant and Executive Director Civil Engineering	25%	Progress report indicating 25% of construction works done, signed off by the consultant and Executive Director Civil Engineering .	45%	Progress report indicating 45% of construction works done, signed off by the consultant and Executive Director Civil Engineering .	100%	Practical completion/Completion issued for Chris Hani Sports field -100%	Ward 15	1.Appointment letter 2. Progress report indicating of construction works done, signed off by the consultant and Executive Director Civil Engineering 3. Practical completion/Completion Certificate
OPMS 57	Construction Of Sport & Recreational Facility In Isenembe-	R7 669 461.00	The percentage of construction of Sport & Recreational Facility In Isenembe	100%	100% construction of Sport & Recreational Facility In Isenembe by 30 June 2026	15%	1.TSC(5%) 2. TEC(5%) 3.TAC(5%)	25%	1.Appointment of contractor (5%) 2.Progress report indicating 20% of construction works done, signed off by the consultant and Executive Director Civil Engineering	50%	Progress report Indicating 50% of construction works done, signed off by the consultant and Executive Director Civil Engineering .	100%	Practical completion/Completion issued for Sports and recreational facility In Isenembe-100%	Ward 21	1.TSC minutes 2. TEC minutes 3.TAC minutes 4. Appointment letter 5. Progress report indicating of construction works done, signed off by the consultant and Executive Director Civil Engineering 6. Practical completion / Completion Certificate
OPMS 58	Upgrade to Ebrahim Drive Bridge WIP	R5 500 000.00	The percentage Upgrade to Ebrahim Drive Bridge WIP.	100%	100% Upgrade of Ebrahim Drive Bridge by 30 June 2026.	15%	1.TSC (5%) 2. TEC(5%) 3.TAC(5%)	25%	1.Appointment of contractor(5%). 2.Progress report indicating 20% of construction works done, signed off by the consultant and Executive Director Civil Engineering	50%	Progress report Indicating 50% of construction works done, signed off by the consultant and Executive Director Civil Engineering	100%	Practical completion / Completion Certificate -100% .	Ward 17	1.TSC minutes, 2. TEC minutes 3.TAC minutes, 4. Appointment letter, 5. Progress report indicating of construction works done, signed off by the consultant and Executive Director Civil Engineering, 6. Practical completion Corticate / Completion Certificate
CVL 17	Storm-water Drains	R6 000 000.00	The percentage of Storm-water Infrastructure maintained	100%	100% (7) Storm-water infrastructure maintained by 30 June 2026	20%	1. Appointment of contractor/Purchase order-20%	20%	Progress report indicating 20% construction works signed by the contractor and Executive Director: Civil Engineering	50%	Progress report Indicating 50% construction works signed by the contractor and Executive Director: Civil Engineering	100%	Practical Completion/Completion Certificate-100%	All wards	1.Appointment letter 2.Progress report indicating of construction works done, signed off by the consultant and Executive Director Civil Engineering 3. Practical Completion/Completion Certificate.
CVL 18	Grading of Roads	R6 000 000.00	The percentage of roads graded by target date	100%	100% (33 000m2) of roads graded by 30 June 2026	20%	1. Appointment of contractor/Purchase order-20%	100%	Practical/ completion certificate of roads graded-100%	0	No target	0	No Target	Ward 1 Ward 2 Ward 3 Ward 5 Ward 7 Ward 12 Ward 16 Ward 20 Ward 21 Ward 24 Ward 25 Ward 27	1.Appointment letter/Purchase Order 2. Practical Completion/Completion Certificate.
CVL 19	Pothole Repairs	R6 000 000.00	The percentage of potholes repaired	100%	100% (14 000m2) of potholes repaired by 30 December 2025	20%	1. Appointment of contractor/Purchase order-20%	100%	Practical/ completion certificate of potholes repaired-100%	0	No target	0%	No Target	All wards	1.Appointment letter/Purchase Order 2. Practical Completion/Completion Certificate.
Executive Director Civil and Engineering Services: T.T Nxumalo								Municipal Manager: N.J Mokoane							
Signature:  Date: 27-06-2025								Signature:  Date: 27-06-2025							

NJ T.N.
J.S. QPM