

UGU District Municipality



UGU DISTRICT MUNICIPALITY

PERFORMANCE AGREEMENT

Entered into by and between:

**UGU DISTRICT MUNICIPALITY
AS REPRESENTED BY THE MUNICIPAL MANAGER
MR DD NAIDOO**

AND

**THE EMPLOYEE OF THE MUNICIPALITY
MRS LUNGILE CELE
(GENERAL MANAGER: WATER SERVICES)**

**FOR THE
FINANCIAL YEAR: 01 JULY 2016 - 30 JUNE 2017**

Handwritten signatures and initials:
#AA \$ LH
CN

PERFORMANCE AGREEMENT

ENTERED INTO BY AND BETWEEN

UGU District Municipality herein represented by **Mr DD Naidoo** in his capacity as **Municipal Manager** (hereinafter referred to as the Employer)

And

Mrs Lungile Cele, General Manager: Water Services of the UGU District Municipality (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(1)(a) of the Local Government: Municipal Systems Act 32 of 2000 ("the Systems Act"). The Employer and the Employee are hereinafter referred as "the Parties".
- 1.2 Section 57(1)(b) of the Systems Act, read with the Contract of Employment concluded between the parties, requires 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 Sections 57(4A), 57(4B) and 57(5) of the Systems Act.

2. PURPOSE OF THIS AGREEMENT

- 2.1 Comply with the provisions of Section 57(1)(b),(4A) and (5) of the Systems Act as well as the Contract of Employment entered into between the parties;
- 2.2 Specify objectives and targets established for the Employee and to communicate to the Employee the Employer's expectations of the Employee's performance expectations and accountabilities;
- 2.3 Specify accountabilities as set out in the Performance Plan (Annexure A);
- 2.4 Monitor and measure performance against set targeted outputs;
- 2.5 Use the Performance Agreement and Performance Plan as the basis for assessing the suitability of the Employee for permanent employment and/or to assess whether the Employee has met the performance expectations applicable to his/her job;

UGU District Municipality

- 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 the Employee in attaining equitable and improved service delivery.

3. DELIVERY

- 3.1 This Agreement will commence on the 01 July 2016 and will remain in force until 30 June 2017 where after 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.
- 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.

4. PERFORMANCE OBJECTIVES

- 4.1 The Performance Plan (Annexure A) 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 Annexure A are set by the Employer in consultation with the Employee and based on the Integrated Development Plan, Service Delivery and Budget Implementation Plan (SDBIP) and the Budget of the Employer, and shall

Handwritten signature and initials, possibly 'LH' or 'LHf', in the bottom right corner.

UGU District Municipality

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.

5. PERFORMANCE MANAGEMENT SYSTEM

- 5.1 The Employee agrees to participate in the performance management system that the Employer adopts or introduces for the Employer, management and municipal staff of the Employer.
- 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 with the Employee about the specific performance standards 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 KPA's (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 shall be assessed shall consist of two components, both of which shall be contained in the Performance Agreement.
 - 5.5.1 The Employee must be assessed against both components, with a weighting of 80:20 allocated to the Key Performance Areas (KPA's) and the Core Managerial Competencies (CFS'S) respectively.
 - 5.5.2 Each area of assessment will be weighted and will contribute a specific part to the total score.
 - 5.5.3 KPA's covering the main areas of work will account for 80% and CFS'S will account for 20% of the final assessment.

UGU District Municipality

- 5.6 The Employee's assessment will be based on his/her performance in terms of the outputs/outcomes (performance indicators) identified as per attached Performance Plan (Annexure A), which are linked to the KPA's, and will constitute 80% of the overall assessment result as per the weightings agreed to between the Employer and Employee:

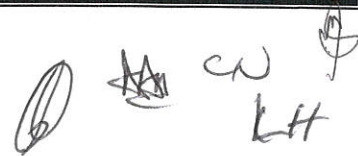
No	Key Performance Area	Weight
1	Municipal Financial Viability and Management	13
2	Municipal Institutional Development and Transformation	33
3	Local Economic Development	-
4	Basic service delivery	48
5	Good Governance and Public Participation	6
6	Cross-cutting Interventions	-
Total		100%

- 5.7 The CFS'S will make up the other 20% of the Employee's assessment score. CFS'S that are deemed to be most critical for the Employee's specific job are reflected in the list below as agreed to between the Employer and Employee:

CCR No	Competency Framework Structure	Weight
Leadership and core Competencies		
1	Strategic Direction and leadership	10
2	People management	5
3	Programme and Project Management	15
4	Financial Management	10
5	Change Leadership	5
6	Government leadership	10
7	Moral competence	5
8	Planning and organising	10
9	Analysis And innovation	5
10	Knowledge and information management	5
11	Communication	10
12	Results and quality focus	10
Total (Cannot exceed 100%)		100%

6. PERFORMANCE ASSESSMENTS

- 6.1 The Performance Plan (Annexure A) to this Agreement sets out –
- 6.1.1 The standards and procedures for evaluating the Employee's performance; and
- 6.1.2 The intervals for the evaluation of the Employee's performance.



UGU District Municipality

- 6.2 Despite the establishment of agreed 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 Integrated Development Plan (IDP).
- 6.5 The annual performance appraisal will involve:
 - 6.5.1 Assessment of the achievement of results as outlined in the performance plan:
 - 6.5.1.1 Each KPA should be assessed according to the extent to which the specified standards or performance indicators have been met and due regard to ad hoc tasks that had to be performed under the KPA. with
 - 6.5.1.2 An indicative rating on the five-point scale should be provided for each KPA.
 - 6.5.1.3 The applicable assessment rating calculator (refer to paragraph 7.5.3 below) must then be used to add the scores and calculate a final KPA score.
 - 6.5.2 Assessment of the CFS'S
 - 6.5.2.1 Each CFS should be assessed according to the extent to which the specified standards have been met.
 - 6.5.2.2. An indicative rating on the five-point scale should be provided for each CFS.
 - 6.5.2.3. The applicable assessment rating calculator (refer to paragraph 7.5.1) must then be used to add the score and calculate a final CFS score.
 - 6.5.3 Overall rating
An overall rating is calculated by using the applicable assessment-rating calculator. Such overall rating represents the outcome of the performance appraisal.

UGU District Municipality

- 6.6 The assessment of the performance of the Employee will be based on the following rating scale for KPA's and CFSs Achievement Levels:

Level	Terminology	Description	Rating				
			1	2	3	4	5
5	Superior	Has a comprehensive understanding of local government operations, critical in shaping strategic direction and change, develops and applies comprehensive concepts and methods					
4	Advanced	Develops and applies complex concepts, methods and understanding. Effectively directs and leads a group and executes in-depth analyses					
3	Competent	Develops and applies more progressive concepts, methods and understanding. Plans and guides the work of others and executes progressive analyses					
2	Basic	Applies basic concepts, methods, and understanding of local government operations, but requires supervision and development intervention					
1	Basic	Applies basic concepts, methods, and understanding of local government operations, but requires supervision and development intervention					

- 6.7 For purposes of evaluating the performance of the Employee, an evaluation panel constituted of the following persons will be established –

6.7.1 Municipal Manager

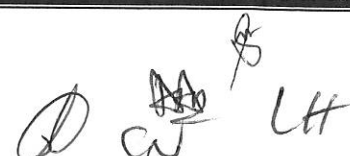
6.7.2 Chairperson of the Audit Committee in the absence of a performance audit committee;

6.7.3 Member of the Executive committee or in respect of a plenary type municipality, another member of council; and

6.7.4 Municipal manager from another Municipality.

7. SCHEDULE FOR PERFORMANCE REVIEWS

- 7.1 The performance of each Employee in relation to his/her performance agreement shall be reviewed on the following dates with the understanding reviews in the first and third quarter may be verbal if performance is satisfactory:



UGU District Municipality

First quarter	:	July – September 2016
Second quarter	:	October-December 2016
Third quarter	:	January-March 2017
Fourth quarter	:	April-June 2017

- 7.2 The Employer shall keep a record of the mid-year review and annual assessment meetings.
- 7.3 Performance feedback shall be based on the Employer's assessment of the Employee's performance.
- 7.4 The Employer will be entitled to review and make reasonable changes to the provisions of Annexure A from time to time for operational reasons. The Employee will be fully consulted before any such change is made.
- 7.5 The Employer may amend the provisions of Annexure A whenever the performance management system is adopted, implemented and/or amended as the case may be. In that case, the Employee will be fully consulted before any such change is made.

8. DEVELOPMENTAL REQUIREMENTS

The Pro Forma Personal Development Plan (PDP) for addressing developmental gaps is attached as Annexure B. Such Plan may be implemented and/or amended as the case may be after the each assessment. In that case, the Employee will be fully consulted before any such change or plan is made.

9. OBLIGATIONS OF THE EMPLOYER

- 9.1 The Employer shall-
 - 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 delegate such powers reasonably required by the Employee to enable him/her to meet the performance objectives and targets established in terms of this Agreement; and



UGU District Municipality

- 9.1.5 Make available to the Employee such resources as the Employee may reasonably require from time to time assisting him/her to meet the performance objectives and targets established in terms of this Agreement.

10. CONSULTATION

- 10.1 The Employer agrees to consult the Employee timeously where 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 clause 11.1 as soon as is practicable to enable the Employee to take any necessary action with 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 may be paid to the Employee in recognition of outstanding performance. Such bonus will be determined in terms of this agreement.
- 11.3 In the case of unacceptable performance, the Employer shall –
- 11.3.1 Provide systematic remedial or developmental support to assist the Employee to improve his or her performance; and
- 11.3.2 After appropriate performance counselling and having provided the necessary guidance and/or support as well as reasonable time for improvement in performance, 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.

Performance Bonus criteria

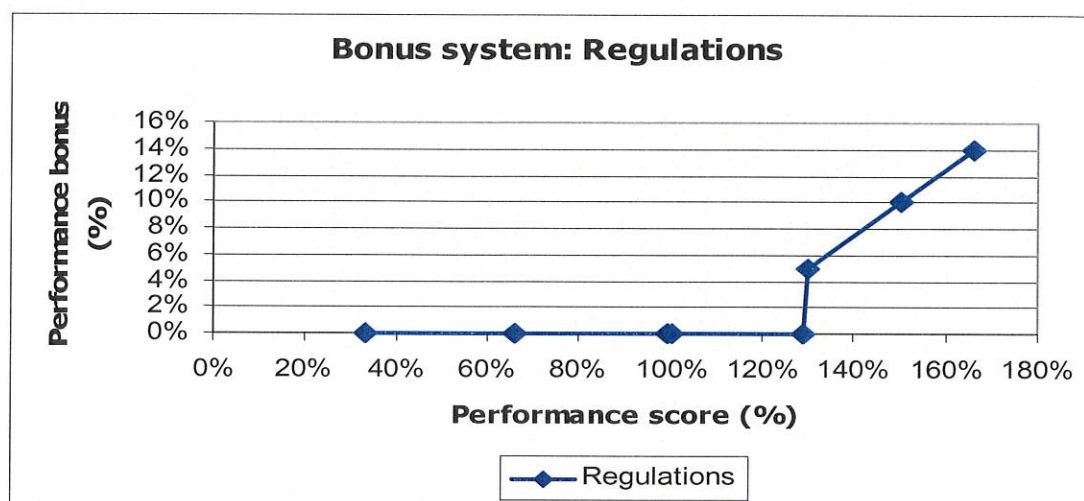
The regulations provide that a performance bonus between 5% and 14% of the inclusive annual remuneration package may be paid to the employee after the end of the financial year and only after an evaluation of performance and approval of such evaluation by the Municipal Council, as a reward for excellent performance. In determining the bonus

UGU District Municipality

payment, the regulations specify that the relevant percentage depends on the overall rating, calculated by using the applicable assessment rating calculator:

1. A score of 130% - 149% is awarded a performance bonus ranging between 5%-9%.
2. A score of 150% and above is awarded a performance bonus ranging 10% - 14%.

The Performance Bonus shall be paid subject to attainment of the following Audit Opinions in the following years (1) 2015 – unqualified, (2) 2016 – clean audit.



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 –

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

Whose decision shall be final and binding to both parties.

- 12.2 Any dispute about the employees performance evaluation, must be mediated by-

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

Whose decision shall be final and binding to both parties

UGU District Municipality

13. GENERAL

- 13.1 The contents of this agreement and the outcome of any review conducted in terms of Annexure A may be made available to the public by the Employer.
- 13.2 Nothing in this agreement diminishes the obligations, duties or accountabilities of the Employee in terms of his/her contract of employment, or the effects of existing or new regulations, circulars, policies, directives or other instruments.

Thus done and signed at Port Shepstone on this the 29th day of July of 2016

AS WITNESSES:

1. Bomahadani

[Signature]
EMPLOYEE

2. [Signature]

Thus done and signed at Port Shepstone on this the 29th day of July 2016

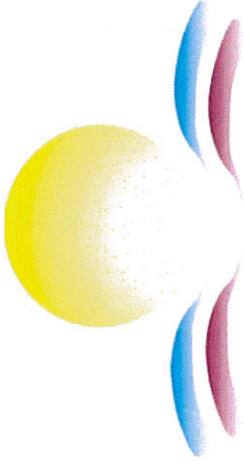
AS WITNESSES:

1. [Signature]

[Signature]
MUNICIPAL MANAGER

2. [Signature]

[Handwritten initials]



PERFORMANCE PLAN

Entered into by and between

**UGU DISTRICT MUNICIPALITY
AS REPRESENTED BY THE MUNICIPAL MANAGER**

MR DD NAIDOO

AND

**LUNGILE CELE
GENERAL MANAGER: WATER SERVICES**

THE EMPLOYEE OF THE MUNICIPALITY

PERIOD: 1 JULY 2016– 30 JUNE 2017


1. PURPOSE

The performance plan defines the Council's expectations of the General Manager Water and sanitation services 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 objectives of local government will inform the **General Manager: Water Service's** performance against set performance indicators:

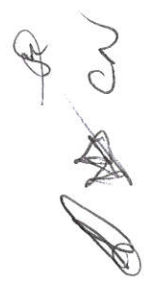


- 2.1 Basic Service Delivery
- 2.2 Municipal Institutional Development and Transformation
- 2.3 Local Economic Development
- 2.4 Municipal Financial Viability and Management
- 2.5 Good Governance and Public Participation
- 2.6 Cross-cutting Interventions

  CW 
- 2 -

3. KEY PERFORMANCE AREAS

The following Key Performance Areas (KPA's) as set in consultation with the employee, inform the strategic objectives listed in the table below:

No	Key Performance Area	Weighting	Competency Framework Structure	Weighting
1	Municipal Financial Viability and Management	9	Strategic Direction and leadership	10
2	Municipal Institutional Development and Transformation	2	People management	5
3	Local Economic Development	-	Programme and Project Management	15
4	Basic service delivery	74	Financial Management	10
5	Good Governance and Public Participation	13	Change Leadership	5
6	Cross-cutting Interventions	2	Government leadership	10
			Moral competence	5
			Planning and organising	10
			Analysis And innovation	5
			Knowledge and information management	5
			Communication	10
			Results and quality focus	10
		100%		100%

4. KEY PERFORMANCE INDICATORS

The following Key Performance Indicators (KPI's) provide the details of the evidence that must be provided to show that a key objective has been obtained. 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.

(Please refer to the attached performance plan on excel spreadsheet)

Signed and accepted by the Employee



Date: 29/07/2016

Signed by the Municipal Manager on behalf of the Municipality



Date: 29/07/2016



Annexure B

Ugu District Municipality

PERSONAL DEVELOPMENT PLAN (PDP)

**Entered into by and between
THE MUNICIPALITY OF UGU
AS REPRESENTED BY THE MUNICIPAL MANAGER**

MR DD NAIDOO

[THE EMPLOYER]

and

MS LUNGILE CELE

[THE EMPLOYEE]

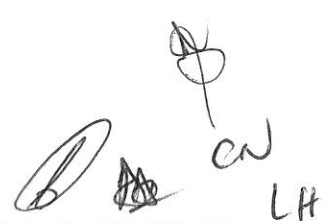
PERIOD: 1 JULY 2016- 30 JUNE 2017

Handwritten signatures and initials: a large circular signature, 'AA', 'CN', and 'LH'.

Personal Development Plan

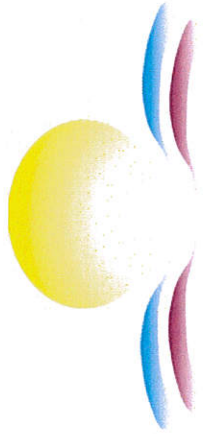
- 1.1.1 UGU District Municipality is committed to –
- (a) the continuous training and development of its employees to achieve its vision, mission and strategic objectives and empower employees; and
 - (b) managing training and development within the ambit of relevant national policies and legislation.
- 1.1.2 The municipality shall follow an integrated approach to Human Resource Management, that is:
- (a) Human resource development forms an integral part of human resource planning and management.
 - (b) In order for training and development strategy and plans to be successful it shall be based on sound Human Resource (HR) practices, such as the (strategic) HR Plan, job descriptions, the result of regular performance appraisals and career pathing.
 - (c) To ensure the necessary linkage with performance management, the Performance Management and Development System provides for the Personal Development Plans of employees to be included in their annual performance agreements. Such approach will also ensure the alignment of individual performance objectives to the municipality's strategic objectives, and that training and development needs can be identified through performance management and appraisal.
 - (d) Career-pathing ensures that employees are placed and developed in jobs according to aptitude and identified potential. Through training and development they can acquire the necessary competencies to prepare them for future positions. A comprehensive competency framework and profile for Municipal Managers are attached and these shall be linked to relevant registered unit standards to specifically assist them in compiling Personal Development Plans in consultation with their managers.
 - (e) Personal Development Plans are compiled for individual employees and the data collated from all employees in the municipality forms the basis for the prescribed Workplace Skills Plan, which municipalities are required to compile as a basis for all training and education activities in the municipality in a specific financial year and report on progress made to the Local Government Sector Education and Training Authority.
- 1.1.3 The aim of the compilation of Personal Development Plans is to identify, prioritise and implement training needs.
- 1.1.4 Compiling the Personal Development Plan attached as Appendix.
- (a) Competency assessment instruments, which are dealt with more specifically in Appendix 1 and 2, shall be established to assist with the objective assessment of employees' actual competencies against their job specific competency profiles and managerial competencies at a given period in time with the purpose of identifying training needs or skills gaps.
 - (b) The competency framework and profiles and relevant competency assessment results will enable a manager, in consultation with his / her employee, to compile a Personal Development Plan. The identified training needs shall be entered into column 1 of Appendix 1, entitled Skills / Performance Gap. The following shall be carefully determined during such a process:
 - (i) Organisational needs, which include the following:
 - o Strategic development priorities and competency requirements, in line with the municipality's strategic objectives.

- The competency requirements of individual jobs. The relevant job requirements (job competency profile) as identified in the job description shall be compared to the current competency profile of the employee to determine the individual's competency gaps.
 - Specific competency gaps as identified during the probation period and performance appraisal of the employee.
- (ii) Individual training needs that are job / career related.
- (c) Next, the prioritisation of the training needs shall be listed since it may not be possible to address all identified training needs in a specific financial year. It is however of critical importance that training needs be addressed on a phased and priority basis. This implies that all these needs shall be prioritized for purposes of accommodating critical / strategic training and development needs in the HR Plan, Personal Development Plans and the Workplace Skills Plan.
- (d) Consideration must then be given to the expected outcomes, to be listed in column 2 of Appendix 1, so that once the intervention is completed the impact it had can be measured against relevant output indicators.
- (d) An appropriate intervention shall be identified to address training needs / skills gaps and the outcome to be achieved but with due regard to cost effectiveness. These shall be listed in column 3 of Appendix 1, entitled: Suggested training and / or development activity in line with the National Qualifications Framework, which could enable the trainee to obtain recognition towards a qualification for training undertaken. It is important to determine through the Training / Human Resource Development / Skills Development Unit within the municipality whether unit standards have been developed and registered with the South African Qualifications Authority that are in line with the skills gap and expected outcomes identified. Unit standards usually have measurable assessment criteria to determine achieved competency.
- (e) Guidelines regarding the number of training days per employee and the nominations of employees: An employee shall on average receive at least five days of training per financial year and not unnecessarily be withdrawn from training interventions.
- (f) Column 4 of Appendix 1: The suggested mode of delivery refers to the chosen methodology that is deemed most relevant to ensure transfer of skills. The training / development activity shall impact on delivery back in the workplace. Mode of delivery consists of, amongst others, self-study [The official takes it upon him / her to read e.g. legislation]; internal or external training provision; coaching and / or mentoring and exchange programmes, etc.
- (g) The suggested time frames (column 5 of Appendix 1) enable managers to effectively plan for the annum e.g. so that not all their employees are away from work within the same period and also ensuring that the PDP is implemented systematically.
- (h) Work opportunity created to practice skill / development areas, in column 6 of Appendix 1, further ensures internalization of information gained as well as return on investment (not just a nice to have skill but a necessary to have skill that is used in the workplace).

 CN LH

- (i) The final column, column 7 of Appendix 1, provides the employee with a support person that could act as coach or mentor with regard to the area of learning.

   CW LH



Personal Development Plan of: **Ms Lungile Cele**

Appendix A

Compiled on (Date): **01 July 2016**


1. Skills / Performance Gap (in order of priority)	2. Outcomes Expected (measurable indicators: quantity, quality and time frames)	3. Suggested training and / or development activity	4. Suggested mode of delivery	5. Suggested Time Frames	6. Work opportunity created to practice skill / development area	7. Support Person
Management of Human and Infrastructure Resources	Continuous Professional Development	Leadership & Management Principles & Practice in Engineering	Block	July 2016 – June 2017	Water Services	Municipal Manager
Effective accountability for public resources	Effective management in a municipal environment	Master in Public Administration	Block	March 2016 to completion	Ugu District Municipality	Municipal Manager
Sustainability and intellectual property management of municipal infrastructure resources	Effective management in a municipal environment	Implement an ISO 9001:2015 Quality Management System (QMS) for Consulting Engineering Firms	Block	September 2016	Ugu District Municipality	Municipal Manager

HOD's Signature : _____


Municipal Manager's signature: _____

Handwritten initials: *cu* and *24*





SERVICE DELIVERY AND BUDGET IMPLEMENTATION PLAN: WATER SERVICES																						
PERSON RESPONSIBLE: GENERAL MANAGER WATER SERVICES LUNGILE CELE																						
SDBIP REF.	IDP REF.	National KPA	Programme	Measurable Objective	Ward	Baseline/ Status Quo	Annual KPI	Annual Target	Weighting	Annual Budget Information				Quarterly Performance Targets								
										OPEX	CAPEX	REV.	Funding Source	Q1	Q1 POE	Q2	Q2 POE	Q3	Q3 POE	Q4	Q4 POE	
										VOTE	VOTE	VOTE		NIL	N/A	500	See WS 2 to WS 4	1600	See WS 2 to WS 4	3000	See WS 2 to WS 4	
WS 1	BSD 1	Basic service Delivery	Provision of HH with access to water	Households with access to water	All	149613	Number of HH with access to basic water services	3000	2	N/A	N/A	N/A	MIG	R 0.00	N/A	R 0.00	See WS 2 to WS 4	R 0.00	See WS 2 to WS 4	3000	See WS 2 to WS 4	
WS 2	BSD 1			Umzinto Slum Clearance: Farm Isonti Low cost Housing Water	Umdoni Ward 6	1850		N/A	N/A	N/A	MIG	N/A	500	Close-out Report of Farm Isont								
WS 3	BSD 1			Mazakhele bulk water infrastructure	Umuziwabantu Ward 3	2923		N/A	R 379,253	N/A	MIG	NIL	1100	Close-out report including asset register and built drawings	Nil	N/A	Nil	N/A				
WS 4	BSD 1			Kwanyuswa Water Scheme - Phase 3 (AFA) MIS 194753	Ezingolweni Ward 1	1028	N/A	R 1,000,000	N/A	MIG	NIL	Nil	N/A	NIL	N/A	1400	Close-out report including asset register and built drawings					
WS 5	BSD 2		Upgrade & Repair of Aging infrastructure	Murchison Bulk water suply	HCM (Ward 20, 21, 22, 23 & 24)	0	Kilometres of pipeline constructed	10	2	N/A	N/A	N/A	MIG	Nil	N/A	Nil	N/A	Nil	N/A	10Km	Close-out report including asset register and built drawings	
WS 6	BSD 2									Gamalakhe Bulk Water Supply	HCM (Ward 26, 27 & 28)	0	Kilometres of pipeline constructed	6	2	N/A	N/A	N/A	MIG	nil	N/A	Nil
WS 7	BSD 2			Qoloqolo water supply	Umzumbe (Ward 15)	0	Kilometres of pipeline constructed	15	2	N/A	N/A	N/A	MIG	Nil	N/A	Nil	N/A	Nil	N/A	15km	Close-out report including asset register and built drawings	
WS 8	BSD 2									Scottburgh pipeline replacement	Umdoni (Ward 4)	0	Kilometres of pipeline constructed	5	3	N/A	R8,000,000	N/A	MIG	Nil	N/A	5km
WS 9	BSD 2			Respond to sanitation infrastructure breakdowns within 24 hours	All wards	24 Hrs	Turnaround time to respond to sanitation infrastructure breakdowns within 24 hours	24 hours	2	R 0.00	R 0.00	R 0.00	N/A	24 hours	Systems report	24 hours	Systems report	24 hours	Systems report	24 hours	Systems report	
WS 10	BSD 2									Percentage of sanitation repairs closed within 24 hours	All	80%	Percentage of sanitation infrastructure breakdowns repairs closed within 24 hours	80	2	N/A	N/A	N/A	N/A	80%	Systems report	80%
WS 11	BSD 3			Provision of HH with sanitation services	Households with access to waterborne sanitation		162994	Number of HH with access to waterborne sanitation services	4500	3	N/A	N/A	N/A	N/A	NIL	N/A	NIL	N/A	400	See WS 12 to WS 15	1600	See WS 12 to WS 15
WS 12	BSD 3										Harding Sanitation Phase 3	Umuziwabantu Ward 3	2298	Number of HH with access to waterborne sanitation services	400	2	N/A	R 1,751,409	N/A	MIG	NIL	None
WS 13	BSD 3				Households with access to VIP sanitation	HCM - All Wards	8254	Number of Household with access to VIP sanitation	2500	2	N/A	N/A	N/A	MIG	N/A	NIL	N/A	NIL	1500	VIP Reconciliation Report to MANCO	2500	VIP Reconciliation Report to MANCO
WS 14	BSD 3										Farm Isonti	Umdoni - Ward 9	64	Number of HH with access to waterborne sanitation services	2000	3	N/A	N/A	N/A	MIG	NIL	N/A
WS 15	BSD 3				Eradication of bucket system in households	Umdoni	1503	Number of HH with access to waterborne sanitation services	1503	2	N/A	N/A	N/A	MIG	N/A	N/A	N/A	N/A	N/A	1503	Close-out Report of Malangeni Low Cost Housing Project	
		N/A	N/A	N/A							N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A


 LH CN

SERVICE DELIVERY AND BUDGET IMPLEMENTATION PLAN: WATER SERVICES																					
PERSON RESPONSIBLE: GENERAL MANAGER WATER SERVICES LUNGILE CELE																					
SDBIP REF.	IDP REF.	National KPA	Programme	Measurable Objective	Ward	Baseline/ Status Quo	Annual KPI	Annual Target	Weighting	Annual Budget Information				Quarterly Performance Targets							
										OPEX	CAPEX	REV.	Funding Source	Q1	Q1 POE	Q2	Q2 POE	Q3	Q3 POE	Q4	Q4 POE
										VOTE	VOTE	VOTE									
WS 29	MFVM 8				All	100%	Percentage Expenditure of RBIG capital budget	100	2	R 0.00	8,834,000.00	R 0.00	RBIG	15	Certificate of Expenditure from UGU treasury deptment	40	Certificate of Expenditure from UGU treasury deptment	70	Certificate of Expenditure from UGU treasury department	100	Certificate of Expenditure from UGU treasury deptment
										N/A		N/A		R 1,325,100.00		R 3,533,600.00		R 6,183,800.00		R 8,834,000.00	
WS 30	MTID 16	Municipal Transformation and Institutional Development	Organisational Performance Management System	OPMS Quarterly Reviews	NA	New	Percentage Compliance with submission of performance information	100	2	N/A	N/A	N/A	NA	100%	Audited report of PMS	100%	Audited report of PMS	100%	Audited report of PMS	100%	Audited report of PMS
																R 0.00				R 0.00	
WS 31	MTID 16			Adoption of Annual Report	NA	New	Percentage Compliance with submission of Annual Report compilation	100	2	N/A	N/A	N/A	NA	100%	Acknowledgement of Submission of information from PMS Office	100%	Acknowledgement of Submission of information from PMS Office	100%	Acknowledgement of Submission of information from PMS Office	NA	NA
														R 0.00				R 0.00			
WS 32	MTID 5		Labour Relations	Labour Unrest	NA	New	Number of Management/Union meetings by HOD	10	3	N/A	N/A	N/A	N/A	3	Report, Minutes, Attendance Register	5	Report, Minutes, Attendance Register	8	Report, Minutes, Attendance Register	10	Report, Minutes, Attendance Register
																R 0.00				R 0.00	
WS 33	MTID 5				NA	New	Number General Staff meetings	2	3	N/A	N/A	N/A	N/A	1	Report, Minutes, Attendance Register	N/A	N/A	2	Report, Minutes, Attendance Register	N/A	N/A
																N/A		N/A		N/A	
WS 34	MTID 5				NA	New	Number of Departmental meetings	4	3	N/A	N/A	N/A	N/A	1	Report, Minutes, Attendance Register	2	Report, Minutes, Attendance Register	3	Report, Minutes, Attendance Register	4	Report, Minutes, Attendance Register
																N/A		N/A		N/A	
WS 35	MTID 5				NA	New	Turnaround time for Completion of disciplinary matters by departments	3 Months	1	N/A	N/A	N/A	N/A	3 Months	report from HR	3 Months	report from HR	3 Months	report from HR	3 Months	report from HR
																N/A		N/A		N/A	
WS 36	MTID 6		Occupational Health and Safety	Compliance to OHS	NA	New	Percentage compliance to OHS as per checklist	100	1	N/A	N/A	N/A	N/A	100	Attendance Register Copy of certificates	100	Attendance Register Copy of certificates	100	Attendance Register Copy of certificates	100	Attendance Register Copy of certificates
																N/A		N/A		N/A	
WS 37	MTID 7		Human Resources Administration	Overtime management	NA	New	Percentage compliance on overtime management i.ro. 40 hour requirement	100	1	N/A	N/A	N/A	N/A	100%	System Report	100%	System Report	100%	System Report	100%	System Report
								N/A	N/A	N/A		R 0.00				R 0.00					
WS 38	MTID 7				NA	New	Percentage reduction of overtime costs as a percentage of prior year	20	2	N/A	N/A	N/A	N/A	5%	Overtime report approved at Manco	10%	Overtime report approved at Manco	15%	Overtime report approved at Manco	20%	Overtime report approved at Manco
												R 0.00				R 0.00				R 0.00	
WS 39	MTID 7	Fleet Management	Acting appointments i.ro. 6 months requirement	NA	New	Percentage compliance on acting appointments i.ro. 6 months requirement	100	1	N/A	N/A	N/A	N/A	100%	System Report	100%	System Report	100%	System Report	100%	System Report	
															N/A		N/A		N/A		
WS 40	MTID 8			Fleet utilisation	NA	New	Percentage compliance with trip authorisation in respect of fleet utilisation	100	1	N/A	N/A	N/A	N/A	100%	Summary report of Trip authorisations compliance	100%	Summary report of Trip authorisations compliance	100%	Summary report of Trip authorisations compliance	100%	Summary report of Trip authorisations compliance
														N/A		N/A		N/A			
WS 41	MTID 8	Municipal	Consumption of fuel	NA	New	Percentage reduction consumption of fuel	20	1	N/A	N/A	N/A	N/A	5.00%	Fuel consumption report	10.00%	Fuel consumption report	15.00%	Fuel consumption report	20.00%	Fuel consumption report	
																	N/A		N/A		N/A


 LH CN

SERVICE DELIVERY AND BUDGET IMPLEMENTATION PLAN: WATER SERVICES																												
PERSON RESPONSIBLE: GENERAL MANAGER WATER SERVICES LUNGILE CELE																												
SDBIP REF.	IDP REF.	National KPA	Programme	Measurable Objective	Ward	Baseline/ Status Quo	Annual KPI	Annual Target	Weighting	Annual Budget Information				Quarterly Performance Targets														
										OPEX	CAPEX	REV.	Funding	Q1	Q1 POE	Q2	Q2 POE	Q3	Q3 POE	Q4	Q4 POE							
										VOTE	VOTE	VOTE	Source															
WS 16	BSD 4	Basic service Delivery	Non Revenue Water Reduction	Management and control of Non Revenue Water in line with No Drop Requirements	All	26	Percentage Reduction of Non revenue water losses	2	3	R 9,345,457.00	N/A	N/A	MWIG	0.5	Monthly water balance report	1	Monthly water balance report	1.5	Monthly water balance report	2	Monthly water balance report							
WS 17	BSD 4			Replacement of water meters	All	4260	Number of Meters replaced	2000	3	N/A	N/A	N/A	MWIG	500	Meter Register systems report	1000	Meter Register systems report	1500	Meter Register systems report	2000	Meter Register systems report							
WS 18	BSD 4		Awareness on water saving methods	All	4	Number of Water saving community awareness campaigns conducted	12	2	N/A	N/A	N/A	N/A	3	Report and MANCO resolution noting the report	6	Report and MANCO resolution noting the report	9	Report and MANCO resolution noting the report	12	Report and MANCO resolution noting the report								
WS 19	BSD 4		All	0	Percentage compliance to sitting of Water Community Forums	12	2	N/A	N/A	N/A	N/A	Establishment of water community forums	Minutes of meeting and Agenda	4	Minutes of meeting and Agenda	4	Minutes of meeting and Agenda	4	Minutes of meeting and Agenda	4	Minutes of meeting and Agenda							
WS 20	BSD 5		Treat and provide compliant drinking water in terms of blue drop requirements	Review of Water Safety Plans	All	15	Number of Water Safety Plans Reviewed	17	3	R 3,466,800.00	N/A	N/A	MWIG	3	Report and MANCO resolution noting the report	8	Report and MANCO resolution noting the report	13	Report and MANCO resolution noting the report	17	Report and MANCO resolution noting the report							
WS 21	BSD 5	Drinking water quality in terms of prescribed process risk indicators in line with SANS241:2015		All	88	Percentage Compliance to SANS241:2015	93	3	R 0.00	N/A	R 0.00	N/A	89	Independent Water Quality Report	90	Independent Water Quality Report	91	Independent Water Quality Report	93	Independent Water Quality Report								
WS 22	BSD 5	Review of Waste Water Risk Abatement Plans		All	15	Number of Reviewed Waste Water Risk Abatement Plans	20	3	R 0.00	N/A	R 0.00	N/A	3	MANCO Resolutions noting Review of the Waste Water Risk Abatement Plans	8	MANCO Resolutions noting Review of the Waste Water Risk Abatement Plans	14	MANCO Resolutions noting Review of the Waste Water Risk Abatement Plans	20	MANCO Resolutions noting Review of the Waste Water Risk Abatement Plans								
WS 23	BSD 7	Alternative water supply	Percentage delivery of water supply by mobile trucks in line with the schedule	All	70	Percentage delivery of water supply by mobile trucks in line with the schedule	75	3	R 7,320,715.00	R 0.00	R 0.00	opex	70	Water Tankering Schedule	72	Water Tankering schedule	74	Water Tankering schedule	75	Water Tankering schedule								
WS 24	MFVM 5	Financial viability	Supply Chain Management	Vendor Management	NA	New	Percentage Compliance with Vendor Management Committee resolution	100	2	N/A	N/A	N/A	N/A	100%	Percentage compliance with Vendor Management Committee resolution	100%	Percentage compliance with Vendor Management Committee resolution	100%	Percentage compliance with Vendor Management Committee resolution	100%	Percentage compliance with Vendor Management Committee resolution							
WS 25	MFVM 5				NA	New	Number of Reports for Vendor performance	12	2	N/A	N/A	N/A	N/A	3	Report on implementation of resolutions	6	Report on implementation of resolutions	9	Report on implementation of resolutions	12	Report on implementation of resolutions							
WS 26	MFVM 8	Financial viability		Payment of Creditors within 30 days	NA	New	Percentage compliance to submission of invoices within 10 days of receipt of invoice	100	2	N/A	N/A	N/A	N/A	100% compliance iro submission of invoices	Monthly Departmental control sheet	100% compliance iro submission of invoices	Monthly Departmental control sheet	100% compliance iro submission of invoices	Monthly Departmental control sheet	100% compliance iro submission of invoices	Monthly Departmental control sheet							
WS 27	MFVM 8			Expenditure Management	All	100%	Percentage Expenditure of MIG capital budget	100	2	R 7,320,715.00	R 0.00	R 0.00	opex	15	Certificate of Expenditure from COGTA	40	Certificate of Expenditure from COGTA	70	Certificate of Expenditure from COGTA	100	Certificate of Expenditure from COGTA							
WS 28	MFVM 8		All	100%	Percentage Expenditure of MWIG capital budget	100	2	R 0.00	100,095,000.00	R 0.00	MWIG	15	Certificate of Expenditure from UGU treasury deptment	40	Certificate of Expenditure from UGU treasury deptment	70	Certificate of Expenditure from UGU treasury deptment	100	Certificate of Expenditure from UGU treasury deptment									

SERVICE DELIVERY AND BUDGET IMPLEMENTATION PLAN: WATER SERVICES																					
PERSON RESPONSIBLE: GENERAL MANAGER WATER SERVICES LUNGILE CELE																					
SDBIP REF.	IDP REF.	National KPA	Programme	Measurable Objective	Ward	Baseline/ Status Quo	Annual KPI	Annual Target	Weighting	Annual Budget Information				Quarterly Performance Targets							
										OPEX	CAPEX	REV.	Funding	Q1	Q1 POE	Q2	Q2 POE	Q3	Q3 POE	Q4	Q4 POE
										VOTE	VOTE	VOTE	Source								
WS 42	MTID 9	Transformation and Institutional Development	Secretariat services	Implementation of Committee Resolutions	NA	New	Percentage implementation of Committee Resolutions	100	3	N/A	N/A	N/A		100%	Compliance report by Secretariat	100%	Compliance report by Secretariat	100%	Compliance report by Secretariat	100%	Compliance report by Secretariat
														R 0.00		R 0.00		R 0.00			
WS 43	MTID 16				NA	New	Percentage compliance with submission of reports on litigious action within 14 days	100	1	N/A	N/A	N/A	N/A	100%	Proof of submission (Email)	100%	Proof of submission (Email)	100%	Proof of submission (Email)	100%	Proof of submission (Email)
										N/A	N/A	N/A						R 0.00		R 0.00	
WS 44	MTID 16				NA	New	Percentage litigation cases instituted against municipality responded to within one week	100	1	N/A	N/A	N/A	N/A	100%	Proof of submission (Email)	100%	Proof of submission (Email)	100%	Proof of submission (Email)	100%	Proof of submission (Email)
										N/A	N/A	N/A						R 0.00		R 0.00	
WS 45	MTID 16			NA	New	Percentage compliance to contractual obligations, 1 report per quarter	100	1	N/A	N/A	N/A	N/A	100%	Report from SCM	100%	Report from SCM	100%	Report from SCM	100%	Report from SCM	
										N/A	N/A	N/A						R 0.00		R 0.00	
WS 46	GGPP 2	Good Governance & Public Participation	Functional IGR Structures		NA	New	Percentage compliance by WS on submission of IGR reportst within the required time-frames	100	3	N/A	N/A	N/A	N/A	100%	Proof of notification and submission (Email)	100%	Proof of notification and submission (Email)	100%	Proof of notification and submission (Email)	100%	Proof of notification and submission (Email)
											N/A	N/A	N/A						R 0.00		R 0.00
WS 47	GGPP 8		Internal Auditing	Monitoring Implementation of AG (SA) Management Corrective Action Plan	NA	New	Percentage reduction AG queries	100	1	N/A	N/A	N/A	N/A	100%	Proof of notification Proof of submission (Email) AND Acknowledgement of receipt of complete information	100%	Proof of notification Proof of submission (Email) AND Acknowledgement of receipt of complete information	100%	Proof of notification Proof of submission (Email) AND Acknowledgement of receipt of complete information	100%	Proof of notification Proof of submission (Email) AND Acknowledgement of receipt of complete information
										N/A	N/A	N/A						R 0.00		R 0.00	
WS 48	GGPP 13	Good Governance & Public Participation	Back to Basics	Implementation of Back to Basics Programme	NA	New	Number ofBack to basics reports submitted	4	2	N/A	N/A	N/A	N/A	1	Report Proof of submission AND acknowledgement of completeness	2	Report Proof of submission AND acknowledgement of completeness	3	Report Proof of submission AND acknowledgement of completeness	4	Report Proof of submission AND acknowledgement of completeness
										N/A	N/A	N/A						R 0.00		R 0.00	
TOTAL WEIGHTING									100												
END																					



Note:

Baseline for HH with access to basic water services:	1 = Piped (tap) water inside dwelling/institution 2 = Piped (tap) water inside yard 3 = Piped (tap) water on community stand: distance less than 200m from dwelling/institution
Baseline for HH with access to basic sanitation services:	1 = Flush toilet (connected to sewerage system) 2 = Flush toilet (with septic tank) 3 = Chemical toilet 4 = Pit toilet with ventilation (VIP)

INDICATORS:	
REGULATED : Local Government: Municipal Planning and Performance Management	
Unique Municipal Department Indicator	
Municipal Cross Cutting Indicators	

NAME OF OFFICIAL: Lungile Cele

NAME OF OFFICIAL: Sivuyile Mbewu

SERVICE DELIVERY AND BUDGET IMPLEMENTATION PLAN: WATER SERVICES																					
PERSON RESPONSIBLE: GENERAL MANAGER WATER SERVICES LUNGILE CELE																					
SDBIP REF.	IDP REF.	National KPA	Programme	Measurable Objective	Ward	Baseline/ Status Quo	Annual KPI	Annual Target	Weighting	Annual Budget Information				Quarterly Performance Targets							
										OPEX	CAPEX	REV.	Funding Source	Q1	Q1 POE	Q2	Q2 POE	Q3	Q3 POE	Q4	Q4 POE
										VOTE	VOTE	VOTE									
SIGNATURE OF OFFICIAL:										SIGNATURE OF OFFICIAL:											
DESIGNATION OF OFFICIAL: General Manager Water Services										DESIGNATION OF OFFICIAL: Manager North											
DATE:										DATE:											
NAME OF OFFICIAL: Paul Watson										NAME OF OFFICIAL: Rowen Mlambo											
SIGNATURE OF OFFICIAL:										SIGNATURE OF OFFICIAL:											
DESIGNATION OF OFFICIAL: Senior Manager Water Services Operations										DESIGNATION OF OFFICIAL: Manager Area South West											
DATE:										DATE:											
NAME OF OFFICIAL: Chuma Mqoboli										NAME OF OFFICIAL: Malibongwe Luswazi											
SIGNATURE OF OFFICIAL:										SIGNATURE OF OFFICIAL:											
DESIGNATION OF OFFICIAL: Senior Manager Project Management Unit										DESIGNATION OF OFFICIAL: Manager Area South											
DATE:										DATE:											
NAME OF OFFICIAL: Desmond Zuma										NAME OF OFFICIAL: Patric Cele											
SIGNATURE OF OFFICIAL:										SIGNATURE OF OFFICIAL:											
DESIGNATION OF OFFICIAL: Manager Project Management Unit										DESIGNATION OF OFFICIAL: Manager Community Services											
DATE:										DATE:											
NAME OF OFFICIAL: Thuli Mwelase																					
SIGNATURE OF OFFICIAL:																					
DESIGNATION OF OFFICIAL: Manager Water Resources and Management																					
DATE:																					

by B CW