



EC 135

PERFORMANCE AGREEMENT

Made and entered into by and between:

Intsika Yethu Municipality

**[AS REPRESENTED BY THE MUNICIPAL MANAGER]
MTHEMBU MABONO**

AND

BONGIWE ZANTSI

DIRECTOR: CORPORATE SERVICES

**[DIRECTOR: CORPORATE SERVICES OF THE INTSIKA YETHU
MUNICIPALITY]**

For the

FINANCIAL YEAR: 01 JULY 2024- 30 JUNE 2025

ENTERED INTO BY AND BETWEEN:

The Municipality of **Intsika Yethu** herein represented by **Mthembu Mabono** in his capacity as **Municipal Manager** (hereinafter referred to as the Employer or Supervisor) and **Bongiwe Zantsi** (Employee of Intsika Yethu Municipality) (Hereinafter referred to as the **Director Corporate Services**)

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 of 2000 (hereinafter referred to as the "Systems Act"). The Employer and the Employee (are hereinafter referred to as "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(4) (a), 57(4) (b) and 57(5) of the Systems Act.

2. PURPOSE OF THIS AGREEMENT

The purpose of this agreement is to –

- 2.1 comply with the provisions of Section 57 (1) (b), (4) (a), (4) (b) and (5) of the Systems Act as well 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 Employee's performance expectations and accountabilities;
- 2.3 specify accountability as set out in the Performance Plan (Annexure A);
- 2.4 monitor and measure performance against set targeted outputs;

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- 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 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 the Employee in attaining equitable and improved service delivery.

3. COMMENCEMENT AND DURATION

- 3.1 This agreement will commence on **01 of July 2024** and will remain in force until **30 June 2025** 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 at least once a year, 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 quality requirements and time frames within which those performance objectives and targets must be met.

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- 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 and the Budget of the Employer, and shall include key objectives; key performance indicators; target dates, quality requirements 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 quality requirements define the quality standards which the indicators must meet. 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 the Employee on the specific performance standards that will be included in the performance management system as applicable to the Employee.

6 AGREEMENT TO COMPLY WITH EMPLOYER'S SYSTEM

- 6.1 The Employee agrees to participate in the performance management and development system that the Employer adopts.

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- 6.2 The Employee undertakes to actively focus towards the promotion and implementation of the KPAs (including special projects relevant to the employee's responsibilities) within the local government framework.
- 6.3 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.
- 6.3.1 The Employee must be assessed against both components, with a weighting of 80:20 allocated to the Key Performance Areas (KPAs) and the Core Managerial Competencies (CMCs) respectively.
- 6.3.2 Each area of assessment will be weighted and will contribute a specific part to the total score.
- 6.3.3 KPAs covering the main areas of work will account for 80% and Core Managerial Competencies will account for 20% of the final assessment.
- 6.4 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:

| # | Key Performance Areas (KPA's) | Weighting |
|----|---|-------------|
| 1. | MUNICIPAL TRANSFORMANTION AND INSTITUTIONAL DEVELOPMENT | 75% |
| 2. | MUNICIPAL FINANCIAL VIABILITY | 5% |
| 3. | GOOD GOVERNANCE AND PUBLIC PARTICIPATION | 20% |
| | Total | 100% |

- 6.5 The following Core Managerial Competencies make up the other 20% of the Employee's assessment score.

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| # | COMPETENCIES | GENERIC STANDARDS | WEIGHTING |
|-----------------------------------|------------------------------------|---|-----------|
| A. LEADERSHIP COMPETENCIES | | | |
| 1. | Strategic Direction and Leadership | Provide and direct a vision for the institution and inspire and deploy others to deliver on the strategic institutional mandate | 10 |
| 2. | People Management | Effectively manage, inspire, and encourage people respect diversity, optimise talent and build nurture relationship in order to achieve institutional objectives | 10 |
| 3. | Program and Project Management | Able to understand program and project management methodology plan, management, monitoring and evaluate specific activities in order to deliver set objectives | 10 |
| 4. | Financial Management | Able to compile plan and manage budget, control cash flow, institute financial risk management and administer procurement processes in accordance with the recognised financial practises. Further to ensure that all financial transactions are managed in an ethical manner | 8 |
| 5. | Change Management | Able to direct and initiate transformation in departmental e employees in order to successfully drive and implement new initiatives and deliver professional and quality service to the communities. | 8 |
| 6. | Governance Leadership | Able to promote, direct and apply professionalism in managing risk and compliance requirements and apply a thorough understanding of governance practises and obligations. Further able to deliver to direct the conceptualisation of relevant policies and enhance co-operative governance relationship. | 10 |
| B. CORE COMPETENCIES | | | |
| 7. | Communication | Able to share information, knowledge and ideas in a clear focused and concise manner appropriate for the audience in order to effectively convey, persuade, and influence stakeholders to achieve the desired outcome | 8 |
| 8. | Results and Quality Focus | Able to maintain the high-quality standard focus on achieving results and objectives while consistently striving to exceed expectation and encourage others to meet the quality standard, further to actively monitor and measure results and quality against identified objectives | 7 |
| 9. | Planning and Organising | Able to plan, prioritise and organise information and resources effectively to ensure the quality of service delivery and | 10 |

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|------------------------|--------------------------------------|--|------------------|
| | | build efficient contingency plans to manage risk | |
| 10. | Knowledge and Information Management | Able to promote the generation and sharing of knowledge and information through various processes and media in order to enhance the collective knowledge base of local government | 7 |
| 11. | Analysis and Innovation | Able to analyse information, challenges, and trends to establish and implement facts-based solutions that are innovative to improve institutional processes in order to achieve key strategic objectives | 6 |
| 12. | Moral Competencies | Able to identify moral trigger, apply reasoning that promotes honesty and integrity consistently, display behaviour that reflects moral competence | 6 |
| TOTAL WEIGHTING | | | 100% (20) |

7. EVALUATING PERFORMANCE

7.1 The Performance Plan (Annexure A) to this Agreement sets out:

7.1.1 The standards and procedures for evaluating the Employee's performance; and

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

7.2 Despite the establishment of the agreed intervals for evaluation, the Employer may in addition review the Employee's performance at any stage (*e.g. quarterly – highly recommended*) while the contract of employment remains in force.

7.3 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 implemented within the agreed upon time frames.

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

7.5 The annual performance appraisal will involve the following:

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

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- (a) Each KPA shall be assessed according to the extent to which the specified standards or performance indicators have been met or exceeded 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 (refer to paragraph 7.5.3 below) must then be used to add the scores and calculate a final KPA score.

7.5.2 Assessment of the Core Managerial Competencies:

- (a) Each Assessment of the Core Managerial Competencies should be assessed according to the extent to which the specified standards have been met.
- (b) An indicative rating on the five-point scale should be provided for each Assessment of the Core Managerial Competencies.
- (c) The applicable assessment rating calculator (refer to paragraph 7.5.1) must then be used to add the scores and calculate a final Assessment of the Core Managerial Competencies score.

7.5.3 Overall rating

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

7.6 Assessment of the performance of the employee

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

| LEVEL | TERMINOLOGY | DESCRIPTION | RATING | | | | |
|-------|-------------------------|--|--------|---|---|---|---|
| | | | 1 | 2 | 3 | 4 | 5 |
| 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 | | | | | |

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| | | 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 | Full effective | 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. | |

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

7.7.1 Municipal Manager;

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- 7.7.2 Chairperson of the Audit Committee or Proxy;
- 7.7.3 Ward committee member (on a rotational basis), where applicable;
- 7.7.4 Member of the Executive Committee; and
- 7.7.5 Municipal Manager from another Municipality (Optional).

8. SCHEDULE FOR PERFORMANCE REVIEWS

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

| INTERVAL | PERIOD | EVALUATION DEADLINE |
|------------------------|----------------------|---------------------------------|
| First quarter (July | (July – September) | 2 nd week of October |
| *Second quarter | (October – December) | 2 nd week of January |
| Third quarter | (January – March) | 2 nd week of April |
| *Fourth (last) quarter | (April – June) | 2 nd week of July |

* These performance reviews **must** be formal and documented

- 8.2 The Employer **shall** keep a record of the mid-year review and annual assessment meetings.
- 8.3 Performance feedback shall be based on the Employer's assessment of the Employee's performance.
- 8.4 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.
- 8.5 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.

9. DEVELOPMENTAL REQUIREMENTS

The Personal Development Plan (PDP) for addressing developmental gaps is included in Annexure A.

10. OBLIGATIONS OF THE EMPLOYER

10.1 The Employer shall:

- 10.1.1 create an enabling environment to facilitate effective performance by the employee;
- 10.1.2 provide access to skills development and capacity building opportunities;
- 10.1.3 Work collaboratively with the Employee to solve problems and generate solutions to common problems that may impact on the performance of the Employee;
- 10.1.4 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
- 10.1.5 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.

11. CONSULTATION

11.1 The Employer agrees to consult the Employee timeously where the exercising of the powers will have amongst others:

- a) a direct effect on the performance of any of the Employee's functions;
- b) commit the Employee to implement or to give effect to a decision made by the Employer; and
- c) a substantial financial effect on the Employer.

11.2 The Employer agrees to inform the Employee of the outcome of any decisions taken pursuant to the exercise of powers contemplated in 11.1 as soon as is practicable to enable the Employee to take any necessary action without delay.

12. MANAGEMENT OF EVALUATION OUTCOMES

- 12.1 The evaluation of the Employee's performance will form the basis for rewarding outstanding performance or correcting unacceptable performance.
- 12.2 A performance bonus of up to 14% of the inclusive annual remuneration package may be paid to the Employee in recognition of outstanding performance.

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12.4 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 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.

13. DISPUTE RESOLUTION

13.1 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:

13.1.1 The MEC for local government in the province within thirty (30) days of receipt of a formal dispute from the Employee, in the case of the Municipal Manager; or

13.1.2 Any other person appointed by the MEC.

13.1.3 The Mayor within thirty (30) days of receipt of a formal dispute from the Employee, in the case of the Section 57 Managers

13.2 In the event that the mediation process contemplated above fails, the dispute resolution mechanism as enshrined in the Labour Relations Act shall apply.

14. CONFIDENTIALITY

In carrying out his duties, the Corporate Services Director undertakes to refrain from revealing any information which she has at his/her disposal by virtue of her office and concerning which she knows or could reasonably be expected to know that the security or other interests of the Local Municipality require that it be kept secret from any person other than a person to whom she may lawfully reveal it, or to whom it is her duty to reveal it in the interest of the Local Municipality or to whom she is authorized by Council or by an officer authorized by Council to reveal it and she realizes that she will be guilty of an offence if such information is unlawfully revealed.

15. GENERAL

15.1 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.

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whom she is authorized by Council or by an officer authorized by Council to reveal it and she realizes that she will be guilty of an offence if such information is unlawfully revealed.

15. GENERAL

15.1 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.

15.2 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.

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Thus done and signed at LOFMABA on this the 01 day of July 2024

Between: [Signature] (Signature)

BONGIWE ZANTSI (Full Name)

(EMPLOYEE)

AND

[Signature] (Signature)

MITHEBY MABONO (Full Name)

(REPRESENTING EMPLOYER)

AS WITNESSES:

1. [Signature]
2. [Signature]

PERFORMANCE PLAN

Entered into

By and between

Mthembu Mabono

In his capacity as

Municipal Manager

Of the Intsika Yethu Municipality

(Hereinafter referred to as the Representative of the Municipality, the Employer)

And

Bongiwe Zantsi

In her capacity as

Director: Corporate Services

Of the

Intsika Yethu Municipality

(Hereinafter referred to as the Employee)

FINANCIAL YEAR: 01 JULY 2024 - 30 JUNE 2025

Handwritten initials and signature, possibly reading 'ZC M M SM'.

1. **1.1 Introduction**

A Performance Plan is a strategic management tool that enables the performance of the employee to be assessed in an objective and fair manner. It defines the Council's expectations of Director: Corporate 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 out in the Municipality's Integrated Development Plan (IDP) and as reviewed annually. This Performance Plan is composed of three distinct plans:

1.2 Output Plan

The Output Plan in a plan of what outputs the employee is expected to deliver on. The outputs are defined in terms of the tangible deliverables (product or service). The quality requirements include the standard of the product or service and the time frame within which it must be delivered. Finally, the indicator must reflect what evidence must be produced to demonstrate the delivery.

1.3 Competency Plan

The Competency Plan is a plan of what competencies (skills, knowledge and attitude) the employee must acquire to be able to perform and deliver on the set objectives effectively. It entails the determination of the gap between the required level of competence and the employee's actual level of competence.

1.4 Personal Development Plan

The Personal Development Plan is a plan of what development interventions will be undertaken to bridge the gap between the required level of competence and the employee's actual level of competence and thus bring the employee to the desired competency level.

2. **Output Plan**

2.1 **Introduction**

The Output Plan is a plan of what outputs the employee is expected to deliver on. It consists of the Key Performance Areas (KPA's), weighting, outputs, performance indicator, baseline information and a target. A Key Performance Area is a defined or demarcated area of performance. The outputs are defined in terms of the tangible deliverables (product or service). The quality requirements include the

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standard of the product or service and the time frame within which it must be delivered. The quality requirements are the standards which measure the quality of the service or product.

The baseline information is the current information which is used as a starting point from which performance will be measured. Finally, the indicator must reflect what evidence must be produced to demonstrate the delivery.

2.2 Key Performance Areas

The following are Key Performance Areas (KPA) as outlined in the Local Government: Municipal Planning and Performance Management Regulations (2006) and the Municipality's IDP:

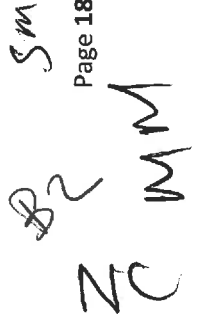
ANNEXURE A

| NATIONAL KPA 4: Municipal Institutional Development and Transformation | | | | | | | | | | | KPA WEIGHTING-80 | | |
|--|--------------------|---|--|---|---|-------------------------|--|------------------------------|-----|---|------------------|--|--------|
| Strategic Objectives: To ensure Municipal transformation and Institutional development at IYM by 2027. | | | | | | | | | | | | | |
| IDP KPA NO. | KEY FOCUS AREA | PERFORMANCE OBJECTIVE | STRATEGIES | 2023-2024 BASELINE | KPI | ANNUAL BUDGET-2024-2025 | ANNUAL TARGET (2024-2025) | Q 1 | Q 2 | Q 3 | Q 4 | SOURCE OF EVIDENCE | WEIGHT |
| 4.1 | Records Management | To ensure effective and efficient records management by June 2027 | By providing a back-up system for effective and efficient safeguard of the institutional records (Automated /electronic record system) | 1 | Number of automated records management system installed | R | 1 Automated Records Management System installed by 30 th June 2025. | Terms of reference developed | - | Installation of the automated records Management System by 30 th March 2025. | - | 1. Proof of purchase 3. Proof of installation | 3 |
| 4.2 | WSP | To enhance capacity and performance of Councillors and Employees by June 2027 | By developing and implementing a WSP | 2023/2024 WSP Developed & submitted to LGSETA | 2024/2025 WSP Developed and submitted to LGSETA | R0 | 2024/2025 WSP Developed and submitted to LGSETA by 30 April 2025 | - | - | Draft 2024/2025 WSP Developed by 30 March 2025 | R | 1. Final 2024/2025 WSP 2. Proof of submission | 5 |
| 4.3 | Skills Audit | | | New indicator | Number of skills audits conducted | R0 | 1 skills audit conducted | - | - | - | - | Signed report | 5 |
| 4.4 | WSP | | | 5 training | Number of | R 800 000 | 4 training | 1 | 1 | 1 | 1 | Attendance | 4 |

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| | interventions | training interventions implemented as per WSP | interventions implemented as per WSP | R 200 000 | R 200 00 | R 200 00 | Register |
|------|--|---|--|-----------|----------|--|--|
| 4.5 | Council support To ensure effective functioning of S80 Committees, EXCO and Council by 2027 | 1 annual council calendar By developing an Annual Council and Committees Calendar. | R0 Annual Council and Committees Calendar developed and approved by Council | N/A | N/A | Draft Annual Council and Committees Calendar developed and approved by Council | Final Annual Council and Committees Calendar |
| 4.6 | Council support By providing administrative and secretariat support for S80 Committees, EXCO and Council. | 4 ordinary Council meetings held Number of ordinary council meetings held | R0 Four (4) ordinary Council meetings held | 1 | 1 | 1 | Attendance Register and Council minutes |
| 4.7 | Council support 4 ordinary EXCO meetings | 4 ordinary EXCO meetings held | R0 Four (4) ordinary EXCO meetings held | 1 | 1 | 1 | Attendance Register and Minutes |
| 4.8 | Council support 28 standing committees | Number of Standing Committee meetings held | R0 Twenty-eight (28) standing committee held | 7 | 7 | 7 | Attendance Register and Minutes |
| 4.9 | Council support To ensure that Council resolutions are properly communicated and safeguarded by June 2027 | 4 resolution registers | R0 Four (4) resolution registers developed | 1 | 1 | 1 | 4 resolution registers |
| 4.10 | Skills To ensure compliance, equitable representation of municipal staff in line with organisation's transformation agenda by June 2027 | 1 report Number of reports submitted to DoL | R0 EE report submitted to DoL by 15 January 2025 | N/A | N/A | EE report submitted to DoL by 15 January 2025 | Proof of submission of the EE report |
| 4.11 | HR To ensure that the organisational structure is aligned with IDP strategies and objectives by June 2027 | 2024-2025 Organisational structure reviewed and approved by Council | R0 Organisational structure reviewed and approved by Council by 31 May 2025 | N/A | N/A | Draft Organisational structure reviewed by 30 March 2025 | Council resolution and reviewed organisational structure |



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|------|----------|---|--|-------------------------------------|--|----|------|------|------|---|---|---|--|---|
| 4.12 | HR | To ensure rational basis for equitable remuneration within the organisation by June 2027 | By facilitating the development of job descriptions for every position in the organisational structure | Organisation at structure | % implementation of Job evaluation | R0 | 100% | 100% | 100% | 100% | 100% | 100% | Job evaluation implementation reports. | 3 |
| 4.13 | HR | To review institutional policies in line with legislation and other prescripts by June 2027 | By developing, implementing and reviewing municipal policies | All municipal policies | Number of policies developed and/or reviewed | R0 | N/A | N/A | N/A | 30 | N/A | Signed Reviewed policies | 3 | |
| 4.14 | HR | To capacitate and create awareness on institutional policies and procedure manuals by June 2027 | By conducting awareness workshops on all reviewed policies | 1 workshop | Number of stakeholder workshops successfully conducted on new or reviewed policies | R0 | 1 | 1 | N/A | 1 | N/A | Attendance Register | 4 | |
| 4.15 | LLF | To promote sound labour relations by June 2027 | By facilitating seating of LLF and compliance with relevant labour legislations | 4 meetings | Number of LLF meetings held | R0 | 1 | 1 | 1 | 1 | 1 | Attendance Register and Minutes | 3 | |
| 4.16 | OHS | To create a safe and healthy working environment by June 2027 | By implementing an Occupational Health & Safety Policy & Plan | 4 reports | Number of OHS reports compiled | R0 | 1 | 1 | 1 | 1 | 1 | 4 reports | 3 | |
| 4.27 | Wellness | | By implementing and reviewing wellness programmes for the benefit of the workforce | 4 wellness programmes | Number of wellness programmes held | R0 | 1 | 1 | 1 | 1 | 1 | Attendance registers and invite | 3 | |
| 4.18 | HR | To ensure efficient and effective HR provisions in line with the IDP by June 2027 | By developing and implementing HR plan | 2023-2024 HR Plan | Number of HR Plan developed and approved by council | R0 | N/A | N/A | N/A | Draft HR Plan developed | HR Plan developed and approved by Council by 30 June 2025 | HR Plan and Council Resolution | 3 | |
| 4.19 | HR | | | New indicator | Number of succession plan developed and approved by council | R0 | 100% | 100% | 100% | Draft plan developed | Final plan approved by council | Succession plan and council resolutions | 3 | |
| | | | | 3 months positions below Section 56 | % filling of vacancies as per the approved HR Plan | | 100% | 100% | 100% | 100% filling of vacancies as per the approved HR Plan | | Appointment letters Adverts | 2 | |

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|------|------|---|--|----|---|----|-----|---|-----|--------------------------------|---|
| 4.20 | HR | | 2 leave audits | R0 | Two (2) leave recons prepared by 30 June 2025 | 1 | N/A | 1 | N/A | Report on Two (2) leave recons | 3 |
| 4.21 | IPMS | To monitor and evaluate municipal performance and compliance by June 2027 | By developing municipal performance and compliance register as per the MFMA Calendar | R0 | Number of leave recons prepared by 30 June 2025 23 Number of performance plans developed & signed with staff below S56/7 Managers | 23 | - | - | - | Signed performance plans | 4 |

Cross Cutting KPAs:

| NATIONAL KPA 4: FINANCIAL VIABILITY AND MANAGEMENT | | | | | | | | | | | | | |
|--|------------------|--|--|---|---|----------------|----------------|-------------------|-----|-----|----------|---------------------|-----|
| Strategic Objective: To provide financial support to the overall achievement of municipal vision and mission by June 2027. | | | | | | | | | | | | | |
| KPI NO | KEY FOCUS AREA | PERFORMANCE OBJECTIVE | STRATEGY | KEY PERFORMANCE INDICATOR (OUTPUT) | BASELINE 2023/24 | BUDGET 2024-25 | TARGET 2024-25 | QUARTERLY TARGETS | | | | Weight | |
| | | | | | | | | Q 1 | Q 2 | Q 3 | Q 4 | | |
| 22 | Expenditure | To ensure financial resource mobilization by June 2027 | Effective and efficient grant management | % of procurement plans (operational & Capital) implemented | Operational/Capital at spending has been reported | | 100% | 25% | 25% | 25% | 25% | 4 quarterly reports | 2.5 |
| 23. | Asset Management | To ensure effective Asset management by June 2027 | Grat Compliant Asset Register | Number of reports on safeguarding and maintenance of assets | Grat compliant register in place | 4 | 4 | 1 | 1 | 1 | 1 | Quarterly reports | 2.5 |
| SUBTOTAL | | | | | | | | | | | 5 | | |

| NATIONAL KPA 6: GOOD GOVERNANCE AND PUBLIC PARTICIPATION | | | | | | | | | | | | | |
|--|------------------------------------|---|---|--|---|------------------|------------------|-------------------|-----|-----|-----|---------------------------|---|
| Strategic Objectives: To ensure good governance and oversight at IYM by 2027 | | | | | | | | | | | | | |
| KPI NO | KEY FOCUS AREA | PERFORMANCE OBJECTIVE | STRATEGY | KEY PERFORMANCE INDICATOR (OUTPUT) | BASELINE 2023/24 | BUDGET 2024-2025 | TARGET 2024-2025 | QUARTERLY TARGETS | | | | Weight | |
| | | | | | | | | Q 1 | Q 2 | Q 3 | Q 4 | | |
| 23. | Audit Action Plan | Submission of audit committee reports to Council by June 2023 | By establishing an Audit Committee & ensuring its functionality | Number of progress reports on issues raised in the management letter of AG | 4 Reports on issues raised by AG submitted to Council | | 4 | 1 | 1 | 1 | 1 | Audit action plan reports | 5 |
| 24. | Performance Management (Cascading) | To monitor and evaluate municipal performance by June 2023 | By developing performance agreements with staff below S56/7 | Number of performance plans signed with staff below S56/7 | 3 | | 3 | 3 | - | - | - | Signed performance plans | 5 |

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| | | | | | | | | | | | | | | | |
|-----------------|------------------------|---|--|--|---------------------------|--|---|---|---|---|---|---|---|-------------------------|---|
| 25. | Performance Management | | By developing quarterly, mid-year and annual Performance Monitoring & Evaluation Reports | Number of Performance SDBIP Reports prepared | 4 SDBIP reports developed | | 4 | 1 | 1 | 1 | 1 | 1 | 1 | Quarterly SDBIP reports | 5 |
| 26. | Risk Management | To coordinate and monitor institutional risk management function by June 2023 | By reviewing Risk management framework policy | Number risks reports prepared | 4 risks reports | | 4 | 1 | 1 | 1 | 1 | 1 | 1 | Quarterly risks reports | 5 |
| SUBTOTAL | | | | | | | | | | | | | | | |
| 20 | | | | | | | | | | | | | | | |

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ANNEXURE B

4. Personal Development Plan

The Personal Development Plan that pertains to what development interventions are envisaged and planned to bridge the gap between the required level of competence and the employee's actual (current) level of competence and thus bring the employee to the desired competency level.

| PERSONAL DEVELOPMENT PLAN/ TRAINING PLAN: DIRECTOR CORPORATE SERVICES | | | | | | | | | | | | |
|---|-----------|---------|-------------------|--------|-------------------------------|-----------------|-----------|--------------------|-------------------|--|----------------|----------------------------|
| DESIGNATION | FULL NAME | SURNAME | ID NUMBER | NUMBER | TYPE OF INTERVENTION REQUIRED | NAME OF COURSE | NQF LEVEL | DIRECTORATE | TRAINING PROVIDER | TRAINING PROVIDER ACCREDITATION NUMBER | PUBLIC/PRIVATE | ESTIMATED COST OF TRAINING |
| Director | Bongiw e | Zantsi | 7610200 843083 | | | Master's Degree | NQF 9 | Corporate Services | University | | | R80,000 |
| | | | | | | | | | | | | |
| | | | | | | | | | | | | |

Bongiw e Zantsi

DIRECTOR CORPORATE SERVICES

01/07/2024

DATE

01/07/2024

DATE

MUNICIPAL MANAGER

[Signature]

[Handwritten mark]

ANNEXURE C

AREAS OF DEVELOPMENT

COMPETENCY KEY:

| ACHIEVEMENT LEVEL | DESCRIPTION |
|--------------------------|--|
| Basic | Applies basic concepts, methods and understanding of local government operations, but requires supervision and development intervention |
| Competent | Develops and applies more progressive concepts, methods and understanding. Plans and guides the work of others and executes progressive analysis |
| Advanced | Develops and applies complex concepts, methods and understanding. Effectively directs and leads a group and executes in-depth analyses. |
| Superior | Has a comprehensive understanding of local government operations, critical in shaping strategic direction and change, develops an applies comprehensive concepts and methods |

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Thus done and signed at COFIMARA on this the 01 day of July 2024

Between: [Signature] (Signature)

BONGSINE ZANTI (Full Name)

(EMPLOYEE)

AND

[Signature] (Signature)

MITHOMBY MARONG (Full Name)

(REPRESENTING EMPLOYER)

AS WITNESSES:

1. [Signature]
2. [Signature]