



EC 135

PERFORMANCE AGREEMENT

Made and entered into by and between:

Intsika Yethu Municipality

[AS REPRESENTED BY]

Khanyisa Mdeleleni (MAYOR)

AND

Mr. M. Mabono (MM)

[MUNICIPAL MANAGER OF THE INTSIKA YETHU MUNICIPALITY]

For the

FINANCIAL YEAR: 01 JULY 2023 - 30 JUNE 2024

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ENTERED INTO BY AND BETWEEN:

The Municipality of **Intsika Yethu** herein represented by **Khanyisa Mdleleni** in her capacity as **(Mayor)** (hereinafter referred to as the Employer or Supervisor) and **Mthembu Mabono** (Employee of Intsika Yethu Municipality) (hereinafter referred to as the **Municipal Manager**)

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 **1 of July 2023** and will remain in force until **30 June 2024** 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.	Basic Service Delivery and Infrastructure Development	25%
2.	Local Economic Development	25%
3.	Municipal Financial Viability and Management	20%
4.	Municipal Institutional Development and Transformation	15%
5.	Good Governance and Public Participation	15%
Total		100% (80)

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

#	COMPETENCIES	GENERIC STANDARDS	Weighting
A. LEADERSHIP COMPETENCIES			
1.	Strategic direction and	Provide and direct a vision for the institution and	8.3

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#	COMPETENCIES	GENERIC STANDARDS	Weighting
	leadership	inspire and deploy others to deliver on the strategic institutional mandate	
2.	People Management	Effectively manage, inspire, and encourage people respect diversity, optimise talent and build nurture relationship in order to achieve institutional objectives	8.3
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	8.3
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	8.3
5.	Changed leadership	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.	8.3
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.	8.3
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	8.3
8.	Result 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	8.3
9.	Planning and organising	Able to plan, prioritise and organise information and resources effectively to ensure the quality of service delivery and build efficient contingency plans to manage risk	8.3
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	8.3

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#	COMPETENCIES	GENERIC STANDARDS	Weighting
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	8.3
12.	Moral Competencies	Able to identify moral trigger, apply reasoning that promotes honesty and integrity consistently, display behaviour that reflects moral competence	8.3
Total			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:

(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.

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- (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 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					

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- 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 discretionary 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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12.3 The Employee will be eligible for progression to the next higher remuneration package, within the relevant remuneration band, after completion of at least twelve months (12) service at the current remuneration package on 30 June (end of financial year) **subject to a fully effective** assessment.

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 Municipal Manager 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

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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.



Thus, done and signed at COMVISA on this the 20 day of JULY 2023

Between: _____ (Signature)

Mr. M. Mabono (MM)
(EMPLOYEE)

AND

_____ (Signature)

Cllr Khanyisa Mdleleni (Mayor)
(REPRESENTING EMPLOYER)

AS WITNESSES:

1.  _____
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PERFORMANCE PLAN

Entered into

By and between

Khanyisa Mdleleni

In her capacity as

Mayor

Of the Intsika Yethu Municipality

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

And

Mr. M. Mabono

In his capacity as

Municipal Manager

Of the

Intsika Yethu Municipality

(Hereinafter referred to as the Employee)

FINANCIAL YEAR: 01 JULY 2023- 30 JUNE 2024

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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 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 out in the Municipality's Integrated Development Plan (IDP) and as reviewed annually.

This Performance Plan is composed of three distinct plans:

Output Plan

The Output Plan is 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.

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.

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

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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 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's) as outlined in the Local Government: Municipal Planning and Performance Management Regulations (2006) and the Municipal

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ANNEXURE A

NATIONAL KPA 1: BASIC INFRASTRUCTURE DEVELOPMENT AND SERVICE DELIVERY													
Strategic Objectives: To provide sound municipal planning, maintenance and infrastructure provision that delivers for the needs of IYM citizens by 2027.													
KPI NO	Key Focus Area	Performance Objective	Strategies	Key Performance Indicator (Output)	Baseline 2022/2023	Budget 2023/24	Target 2023/24	Quarterly Targets				Source Of Evidence	Weight
								Q 1	Q 2	Q 3	Q 4		
1.	Roads	To improve road and transport infrastructure networks within IYM for greater mobility of people, goods and services by June 2027	By constructing intermediate level service in terms of transport road infrastructure	Number of Km's of access roads constructed	37, 54 km of access roads constructed	R 48 419 600	25,6km- 10km- Ceryu, 1km- Mkwini, 1,6km- hangana to Ntwashini, 6km- Ngcaca, 7km- nomampondo	5km	15km	5,6km	Completion certificates.	3.1	
2.	Bridges			Number of bridges constructed	8 bridges assessed		1 Khayammandi bridge	Construction of Khayammandi	-	-	Completion certificate.	3.1	
				Number of bridges maintained	1 bridge maintained	R 1,3m	3- Catshile, Ngxingweni & Cube	Maintenance of Catshile bridge	Maintenance of Cube bridge	Maintenance of Ngxingweni bridge	Quarterly reports. Completion certificate.	3.1	
	Roads		By maintaining road infrastructure	Number of Km's of gravel roads maintained	118, 3 Km of gravel road maintained.	R 2,3m	9km- 2.4km- mgababa, 2.1km- mdibaniso, 3km- khoncoshe, 1.5km- rashman	Tipping of 4,5km Mgababa, Mdibaniso	Tipping of 4.5km- Khomoshe, Rushman	9km- processing	Completion certificate.	3.1	
6.	Electricity	To address electricity backlogs by June 2027	By conducting situation analysis	Number dwellings provided with connections to the main electricity supply	548 households connected	R 30 196m	1449 households	Integration of plans with Eskom	724 households	725 households	List of connections. ID numbers. Completion certificate	3.1	
7.	Indigent	To provide support to indigent households within IYM by 2027	By registration and verification on indigent	Number of indigent households registered on the	Indigent register 8500	4 700 000	10 000	2500	2500	2500	Indigent report to council.	3.1	

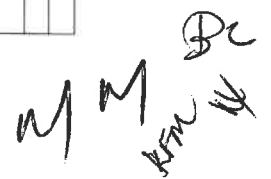
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NATIONAL KPA 1: BASIC INFRASTRUCTURE DEVELOPMENT AND SERVICE DELIVERY												KPA WEIGHTING			
Strategic Objectives: To provide sound municipal planning, maintenance and infrastructure provision that delivers for the needs of IYM citizens by 2027.															
KPI NO	Key Focus Area	Performance Objective	Strategies	Key Performance Indicator (Output)	Baseline 2022/2023	Budget 2023/24	Target 2023/24	Quarterly Targets				Source Of Evidence	Weight		
								Q 1	Q 2	Q 3	Q 4				
8	Waste Management	To ensure provision of waste management services to residences within IYM by June 2027	households in all 21 wards By daily waste collection to the communities of IYM	Number of areas receiving waste management service. indigent register	12 areas receiving waste	750 000	12- Cofimvaba Town, Tsomo Town, Joe Slovo, Nyantsweni, Extension 4, Section C, Polly, Thabo Village, Balfour, Mzomhle, Tsomo RDP	12	12	12	12	Letter from ward councillor for residential. Waste collection report to council.	3.1		
SUBTOTAL WEIGHTING															


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NATIONAL KPA 1: LOCAL ECONOMIC DEVELOPMENT											KPA WEIGHTING				25
Strategic Objective: To stimulate local economic and ramping up economic growth within IYM by June 2027.															
KPI NO	Key Focus Area	Performance Objective	Strategies	Key Performance Indicator (Output)	Baseline 2022/2023	Budget 2023/24	Target 2023/24	Quarterly Targets				Source Of Evidence	Weight		
								Q 1	Q 2	Q 3	Q 4				
9	EPWP & CWP	To implement community works programme by June 2027	By facilitating creation of job opportunities through community works programme	Number of CWP jobs facilitated	1223 CWP jobs	1200	1200	1200					Report on jobs created to Council	6.2	
10	Agriculture	To improve the agricultural potential of IYM by June 2027	By supporting crop and livestock production in strategic areas across IYM.	Number of Hectors provided with agricultural inputs (fertiliser, seeds, and chemicals).	84ha	50 Ha	50 Ha	50 Ha					Report to Council	6.2	
11	IDP	To develop and review the credible IDP by June 2027	By developing & reviewing 5 Year IDP annually	5-year IDP reviewed and approved by Council	2023-2024 reviewed IDP	200 000	2024-2025 reviewed IDP						Final adopted IDP by Council	6.2	
12	Annual Report	To monitor and evaluate municipal performance and compliance by June 2027	By developing quarterly, mid-year and annual performance monitoring and evaluation reports.	Number of annual reports developed, compliant and approved by Council	2022-2023 annual report	100 000	1	Draft report	Draft report approved by council	Final annual report to Council			Final annual report to Council	6.2	
SUBTOTAL															

NATIONAL KPA 4: FINANCIAL VIABILITY AND MANAGEMENT											KPA WEIGHTING				20
Strategic Objective: To provide financial support to the overall achievement of municipal vision and mission at IYM by 2027															
KPI NO	Key focus area	Performance objective	Strategy	Key performance indicator (output)	Baseline 2022/23	Budget 2023-24	Target 2023-24	QUARTERLY TARGETS				Source of Evidence	Weight		
								Q 1	Q 2	Q 3	Q 4				
13	Revenue	To ensure financial resource mobilization by June 2027	Effective and efficient revenue management.	% billed revenue collection rate (revenue collected over billed revenue)	80% Billed Revenue Performed		80%	20%	20%	20%	20%	20%	Billing vs. Receipts Report to Council	10	
14	Expenditure		Effective and efficient grant management	% spending - of approved capital and % of approved operational budget	2023-2024 IDP & Budget		100%	40%	60%	100%	100%	100%	Quarterly Reports submitted to Council	10	
SUBTOTAL															



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NATIONAL KPA: 4 Municipal Institutional Development and Transformation												KPA WEIGHTING-				15
Strategic Objective: To ensure Municipal transformation and institutional development at IYM by 2027.																
KPI NO	Key focus area	Performance objective	Strategy	Key performance indicator (output)	Baseline 2022/23	Budget 2023-24	Target 2023-24	QUARTERLY TARGETS				Source of Evidence	Weight			
								Q 1	Q 2	Q 3	Q 4					
15	Organisational Development	To ensure that the organisational structure is aligned with IDP strategies and objectives by June 2027	By reviewing organisational structure to be aligned with strategic and Performance Objectives	Reviewed organisational structure approved by Council	2022/23 Organisational Structure		Reviewed organisational structure approved by Council	-	-	-	-	Adoption of the structure approved by Council.	Copy of reviewed organisational structure to Council.	5		
16	Employment Relations	To promote sound labour relations by June 2027	By facilitating seating of LLF and compliance with relevant labour legislations	Number of LLF meetings held	4		4	1	1	1	1		LLF resolutions	5		
17	Council Support	To ensure that Council resolutions are properly communicated and safeguarded by June 2027	By developing and maintaining Council Resolution Register	Number of Council Resolutions register developed and updated	4		4	1	1	1	1		4 Council Resolution registers.	5		
SUBTOTAL																

NATIONAL KPA 6: GOOD GOVERNANCE AND PUBLIC PARTICIPATION												KPA WEIGHTING-				15
Strategic Objective: To ensure good governance and oversight at IYM by 2027																
KPI NO	Key focus area	Performance objective	Strategy	Key performance indicator (output)	Baseline 2022/23	Budget 2023-24	Target 2023-24	QUARTERLY TARGETS				Source of Evidence	Weight			
								Q 1	Q 2	Q 3	Q 4					
18	MPAC	To strengthen council support and oversight within IYM by June 2027	By submitting Municipal s79 Committee reports to Council	Number of MPAC meetings with number of resolutions/actions completed.	5 MPAC meetings held		4	1	1	1	1		MPAC reports to Council	2.5		
19	Internal Audit	To provide results driven internal audit services by June 2027	By ensuring proper functioning of the Audit Committee	Number of audit committee meetings conducted	5 audit committee meetings		4	1	1	1	1		Audit Committee reports to Council	2.5		
20	Audit issues			Number of progress reports on issues raised in the management letter of AG	New indicator		4	1	1	1	1		Audit action plan reports submitted to Council	2.5		
21	Performance Monitoring and Evaluation	To monitor and evaluate municipal performance and compliance by June 2027	By developing municipal performance and compliance register as per the MFMA Calendar	Number of performance agreements developed & signed by S56/7 Managers	6		6	-	-	-	-		Signed Performance agreements	2.5		
22.	Risk and fraud	To monitor prevention of fraud and corruption by June 2027	By facilitating the monitoring and implementation of Anti-Fraud and corruption	Number of risk awareness sessions conducted	2 awareness session conducted		2	-	-	-	-		Report to Council	2.5		

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NATIONAL KPA C: GOOD GOVERNANCE AND PUBLIC PARTICIPATION											KPA WEIGHTING-				15	
Strategic Objectives: To ensure good governance and oversight at IYM by 2027											QUARTERLY TARGETS				Source Of Evidence	Weight
KPI NO	key focus area	Performance objective	Strategy	Key performance indicator (output)	Baseline 2022/23	Budget 2023-24	Target 2023-24	Q 1	Q 2	Q 3	Q 4	Source Of Evidence	Weight			
23	Legal	To ascertain that all Laws and Regulations affecting the Municipality are in place by 2027	By ensuring that the Municipality employs services of panel of attorneys	Number of litigation reports	Relevant legislative frameworks & regulations		4	1	1	1	1	Quarterly litigation reports to Council	2.5			
SUBTOTAL																


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ANNEXURE B

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: MUNICIPAL MANAGER													
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	
 MUNICIPAL MANAGER										28/07/2023 DATE			
KANUISWIK FLORENCE MOLELELENI MAYOR										28/07/2023 DATE			

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ANNEXURE C

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

Thus, done and signed at SPINMABA on this the 28 day of July 2023

Between:  (Signature)


Mr. M. Mabono
(EMPLOYEE)

AND

 (Signature)

Khanyisa Mdlleleni
(REPRESENTING EMPLOYER)

AS WITNESSES:

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