



**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 2023 - 30 JUNE 2024**

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**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 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.
- 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.

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- 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	80%
2.	MUNICIPAL FINANCIAL VIABILITY	5%
3.	GOOD GOVERNANCE AND PUBLIC PARTICIPATION	15%
<b>Total</b>		<b>100%</b>

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

#	COMPETENCIES	GENERIC STANDARDS	ACHIEVEMENT LEVEL	WEIGHTING
<b>A. LEADERSHIP COMPETENCIES</b>				
1.	Strategic Direction and Leadership	Provide and direct a vision for the institution and inspire and deploy others to deliver on the	Competent	10

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#	COMPETENCIES	GENERIC STANDARDS	ACHIEVEMENT LEVEL	WEIGHTING
		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	Competent	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	Competent	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	Basic	9
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.	Basic	9
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.	Basic	9
<b>B. CORE COMPETENCIES</b>				
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	Advanced	8

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#	COMPETENCIES	GENERIC STANDARDS	ACHIEVEMENT LEVEL	WEIGHTING
		desired outcome		
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	Competent	7
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	Competent	7
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	Competent	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	Competent	7
12.	Moral Competencies	Able to identify moral trigger, apply reasoning that promotes honesty and integrity consistently, display behaviour that reflects moral competence	Competent	7
<b>TOTAL WEIGHTING</b>				<b>100% (20)</b>

## 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.

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- 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.
  - (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.

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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 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 does not meet the					

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LEVEL	TERMINOLOGY	DESCRIPTION	RATING				
			1	2	3	4	5
	performance	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;

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 <sup>nd</sup> week of October
*Second quarter	(October – December)	2 <sup>nd</sup> week of January
Third quarter	(January – March)	2 <sup>nd</sup> week of April
*Fourth (last) quarter	(April – June)	2 <sup>nd</sup> 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.

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- 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.

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## 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.

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:

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- 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.
- 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 Cofimvaba on this the 28 day of July 2023

Between:  (Signature)

BONGIWE ZAZI (Full Name)

(EMPLOYEE)

AND

 (Signature)

M. MABONO (Full Name)

(REPRESENTING EMPLOYER)

AS WITNESSES:

1. 

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**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 2023 - 30 JUNE 2024**

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## 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 (KPAs), 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													
Strategic Objectives: To ensure Municipal transformation and Institutional development at IYM by 2022.													
KPI NO	KEY FOCUS AREA	PERFORMANCE OBJECTIVES	STRATEGY	KEY INDICATOR	BASELINE 2022/23	BUDGET 2023-24	TARGET 2023-24	QUARTERLY TARGETS				Source Of Evidence	Weight
								Q 1	Q 2	Q 3	Q 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)	Number of records registers maintained and updated Number of records sorted and arranged	4 records registers maintained and updated 1	R 634 924	4 1	1 NA	1 NA	1 NA	4 Updated records registers Report on records sorted and arranged	4 4	
4.		To enhance capacity and performance of Councillors and Employees by June 2027	By developing and implementing a WSP	2023/2024 WSP Developed and submitted to LGSETA	2022/2023 WSP Developed and submitted to LGSETA		2023/2024 WSP Developed and submitted to LGSETA by 30 April 2024 1 skills audit conducted	NA NA	NA NA	NA NA	2023/2024 WSP Developed and submitted to LGSETA by 30 April 2024 Proof of submission to LGSETA	5y	
5.				Number of skills audit conducted	New indicator		1 skills audit conducted	NA	NA	NA	1 Skills audit conducted by 30 April 2024 Report on skills audit conducted	4	

NATIONAL KPA 4: Municipal Institutional Development and Transformation											KPA WEIGHTING-80			
Strategic Objectives: To ensure Municipal transformation and institutional development at IYM by 2022.														
KPI NO	KEY FOCUS AREA	PERFORMANCE OBJECTIVES	STRATEGY	KEY PERFORMANCE INDICATOR	BASELINE 2022/23	BUDGET 2023-24	TARGET 2023-24	QUARTERLY TARGETS				Source Of Evidence	Weight	
								Q1	Q2	Q3	Q4			
6.			By providing study assistance on formal qualifications	Number of training interventions implemented as per WSP	5 training interventions		by 30 April 2024	1	1	1	1	Report on learning programmes implemented	4	
7.		To ensure effective functioning of S80 Committees, EXCO and Council by 2027	By developing an Annual Council and Committees Calendar.	Annual Council and Committees Calendar developed and approved by Council	1 annual council calendar		Annual Council and Committees Calendar developed and approved by Council	NA	NA	Draft Annual Council and Committees Calendar developed	Final Annual Council and Committees Calendar developed and approved by Council	Copy of draft annual calendar Copy of final annual calendar	4	
8.			By providing administrative and secretariat support for S80 Committees, EXCO and Council.	Number of ordinary council meetings held	4 ordinary Council meetings		4 ordinary council meetings held	1	1	1	1	Council minutes & attendance Registers	3	
9.				Number of special council meetings set in line with council calendar	4		3 special council meetings	1	-	1	1	Copy of council Minutes & attendance Registers	3	
10.				Number of ordinary EXCO meeting held	4 ordinary EXCO meetings		4 ordinary EXCO meetings	1	1	1	1	Copy of EXCO minutes. Attendance registers	3	
11.				Number of special EXCO meeting set	4		3 special EXCO meetings	1	1	1	1	Minutes and attendance registers	3	
12.				Number of Standing Committee meetings held	28 standing committees		28 Standing Committee meetings held	7	7	7	7	Standing Committee meeting minutes. Attendance registers.	3	
13.		To ensure that Council resolutions are properly	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	2	

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NATIONAL KPA 4: Municipal Institutional Development and Transformation											KPA WEIGHTING-80			
Strategic Objectives: To ensure Municipal transformation and Institutional development at IYM by 2022.														
KPI NO	KEY FOCUS AREA	PERFORMANCE OBJECTIVES	STRATEGY	KEY PERFORMANCE INDICATOR	BASELINE 2022/23	BUDGET 2023-24	TARGET 2023-24	QUARTERLY TARGETS				Source Of Evidence	Weight	
								Q 1	Q 2	Q 3	Q 4			
14.		communicated and safeguarded by June 2027 To ensure proper monitoring and management of IYM fleet by June 2027	By implementing vehicle recovery and fleet monitoring system. To ensure compliance, equitable representation of municipal staff in line with organisation's transformation agenda by June 2027	Number of reports prepared on implementation of Fleet policy Number of reports submitted to DoL	4 reports Employment Equity Plan in place		4	1	1	1	1	Quarterly reports on implementation of fleet policy Copy of EE Report to DoL	3 4	
15.		To ensure compliance, equitable representation of municipal staff in line with organisation's transformation agenda by June 2027					1	-	1	-	-	Invitation Attendance register Copy of reviewed organisational structure. Council resolutions	3 2	
16.				Number of trainings/workshops held	1 training		1	-	1	-	-	Invitation Attendance register Copy of reviewed organisational structure. Council resolutions	3 2	
17.		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	Organisational structure reviewed and approved by Council	2022-2023 Organisational structure		Organisational structure reviewed and approved by 30 June 2024	-	-	Draft Organisational structure reviewed and approved	Final Organisational structure reviewed and approved by Council	Copy of reviewed organisational structure. Council resolutions	2	
18.		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	Number of job descriptions developed and approved according to the reviewed organisational structure	Organisational structure	100	100	25	25	25	25	Copy of job descriptions	2	
19.		To review institutional policies in line with legislation and other prescripts by June	By developing, implementing and reviewing municipal policies	Number of policies developed and/or reviewed	All municipal policies		85				85	Copy of policies developed and reviewed	2	

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NATIONAL KPA 4: Municipal Institutional Development and Transformation											KPA WEIGHTING-80			
Strategic Objectives: To ensure Municipal transformation and institutional development at IYM by 2022.														
KPI NO	KEY FOCUS AREA	PERFORMANCE OBJECTIVES	STRATEGY	KEY PERFORMANCE INDICATOR	BASELINE 2022/23	BUDGET 2023-24	TARGET 2023-24	QUARTERLY TARGETS				Source Of Evidence	Weight	
								Q 1	Q 2	Q 3	Q 4			
20.		To capacitate and create awareness on institutional policies and procedure manuals by June 2027	By conducting awareness workshops on all reviewed policies	Number of stakeholder workshops successfully conducted on new or reviewed policies	1 workshop		1	-	1	-	-	Invitation register. List of policies workshopped.	2	
21.		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	Agenda register, Minutes	2	
22.		To create a safe and healthy working environment by June 2027	By implementing an Occupational Health & Safety Policy & Plan	Number of OHS Reports compiled	4		4	1	1	1	1	Copy of signed reports.	3	
23.			By implementing and reviewing wellness programmes for the benefit of the workforce	Number of wellness programmes held	4		4	1	1	1	1	Invite Attendance register Pictures	3	
24.		To ensure efficient and effective HR provisions in line with the IDP by June 2027	By developing and implementing HR plan	Number of HR Plan developed and approved by council	2022-2023 HR Plan		1	-	1	-	-	Copy of HR Plan. Council resolutions.	4	
25.				% filling of vacancies as per the approved HR Plan	3 months positions below Section 56		100%	NA	NA	100%	100%	Reports on filled vacant posts	5	
26.				Number of leave recons prepared by 30 June 2024	2 leave audits		2	NA	1	NA	1	Reports on leave recons prepared	3	
<b>SUBTOTAL</b>											<b>80</b>			

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Cross Cutting KPAs:

NATIONAL KPA 4: FINANCIAL VIABILITY AND MANAGEMENT													
Strategic Objective: To ensure financial viability, prudent financial controls, better asset management and effective supply management processes at IYM by 2022													
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		
27.	Expenditure	To ensure expenditure incurred is aligned to approved budget and IDP by June 2023	Effective and efficient grant management	Number of reports on % of operational/capital budget actually spent with a variance of 5%	Operational/Capital spending has been reported	4	4	1	1	1	1	4 quarterly reports	2.5
28.	Asset Management	To ensure effective Asset management by June 2027	Grap Compliant Asset Register	No of reports on safeguarding and maintenance of assets by June 2023	Grap compliant register in place	4	4	1	1	1	1	4 reports prepared on safeguarding and maintenance of assets	2.5
<b>SUBTOTAL</b>													

KPA WEIGHTING - 17													
Strategic Objectives: To ensure good governance and oversight at IYM by 2022													
KPI NO	KEY FOCUS AREA	PERFORMANCE OBJECTIVE	STRATEGY	KEY PERFORMANCE INDICATOR (OUTPUT)	BASELINE 2022/23	BUDGET 2023-2024	TARGET 2023-2024	QUARTERLY TARGETS				Source of Evidence	Weight
								Q 1	Q 2	Q 3	Q 4		
29.	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 Reports prepared on Corporates Services responses as per AG findings	4	1	1	1	1	Audit action plan reports	3
30.	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	2		3	3	-	-	-	Signed performance plans	4
31.	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	Quarterly SDBIP reports	4
32.	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	Quarterly risks reports	4
<b>SUBTOTAL</b>													

*Handwritten signature:* S2 M, M K.C  
K.R

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 Bonhane	(PMTS)	761020082023		Strengthening Pedagogy skills	Master's in Pedagogical	9		Rhodes University		Private	R150 000,00

  

_____ DIRECTOR CORPORATE SERVICES  MUNICIPAL MANAGER	_____ DATE 28/07/2023 _____ DATE
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**ANNEXURE C**

**AREAS OF DEVELOPMENT**

**COMPETENCY KEY:**

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

BY M  
KR KC

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

Between: [Signature] (Signature)

BONGIWE ZINTI (Full Name)

(EMPLOYEE)

AND

[Signature] (Signature)

M. MARONO (Full Name)

(REPRESENTING EMPLOYER)

AS WITNESSES:

1. [Signature]

2. [Signature]