

EC 135

PERFORMANCE AGREEMENT

Made and entered into by and between:

Intsika Yethu Municipality

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

AND

NONCEDO COMBO

**[CHIEF FINANCIAL OFFICER: BUDGET AND TREASURY 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 Municipality** herein represented by **Mthembu Mabono** in his capacity as **Municipal Manager** (hereinafter referred to as the Employer or Supervisor) and **Noncedo Combo** (Employee of Intsika Yethu Municipality) (Hereinafter referred to as the **Chief Financial Officer**)

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;



- 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.



- 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 Competency Requirements (CCRs) 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 Competency Requirements 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.	FINANCIAL VIABILITY	80
2.	MUNICIPAL TRANSFORMATION AND INSTITUTIONAL DEVELOPMENT	5%
3.	GOOD GOVERNANCE AND PUBLIC PARTICIPATION	15%
Total		80% (20)

6.5 The following Core Competency Requirements make up the other 20% of the Employee's assessment score.

#	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	9
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	9
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	13
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
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
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.	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	7
9.	Planning and organising	Able to plan, prioritise and organise information and resources effectively to ensure the quality-	7

#	COMPETENCIES	GENERIC STANDARDS	WEIGHTING
		of-service delivery and 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	7
12.	Moral Competencies	Able to identify moral trigger, apply reasoning that promotes honesty and integrity consistently, display behaviour that reflects moral competence	7
			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.
- (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 Competency Requirements:

- (a) Each Assessment of the Core Competency Requirements 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 Competency Requirements.
- (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 Competency Requirements 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					

LEVEL	TERMINOLOGY	DESCRIPTION	RATING				
			1	2	3	4	5
		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	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.					

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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 Executive Mayor/ Mayor;

7.7.2 Chairperson of the Audit Committee;

7.7.3 Ward committee member (on a rotational basis), where applicable;

7.7.4 Member of the Mayoral Committee; and

7.7.5 Mayor and/ or 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 discretionary performance bonus of up to 14% of the inclusive annual remuneration package may be paid to the Employee in recognition of outstanding performance.
- 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 Executive 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

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In carrying out his duties, the **Chief Financial Officer** 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.

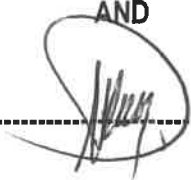
A handwritten signature in black ink, consisting of stylized, overlapping letters, likely representing the initials 'MM'.

Thus done and signed at COFIMVABA on this the..... day of.....2024

Between:  (Signature)

NONCEDO COMBO (Full Name)
(EMPLOYEE)

AND

 (Signature)

(REPRESENTING EMPLOYER)

AS WITNESSES:

1. 

2. 

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

Noncedo Combo

In her capacity as

Chief Financial Officer

Of

Intsika Yethu Municipality

(Hereinafter referred to as the Employee)

FINANCIAL YEAR: 01 JULY 2024- 30 JUNE 2025



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 Chief Financial Officer'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:

1.1 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.

1.2 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.

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

ANNEXURE A

NATIONAL KPA: 3 Financial Viability											KPA WEIGHTING - 80		
Strategic Objective: To provide financial support to the overall achievement of municipal vision and mission by June 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
3.1	Revenue	To ensure financial resource mobilization by June 2027	Effective and efficient revenue management	12 billing reports Revenue strategy	Number of monthly billings prepared		12	3	3	3	3	Signed Billing Report	3,8
3.2	Revenue			Revenue Enhancement strategy reviewed and approved by Council.	Revenue Enhancement Strategy reviewed and approved by Council.		Revenue Enhancement Strategy reviewed and approved by Council.	-	-	-	-	Revenue Enhancement Strategy reviewed by Council and approved by Resolution	3,8
3.3	Revenue			60%	% billed revenue collected over billed revenue)		65%	16,25%	16,25%	16,25%	16,25%	Signed Revenue Collection Report	3,8
3.4	Expenditure		Effective and efficient grant management	95%	% spending - of approved capital	R1000 230 700	100%	25%	25%	25%	25%	C-Schedule Report	3,8
3.5	Expenditure			95%	% spending - of approved operational budget	R 278 668 841	100%	25%	25%	25%	25%	C-Schedule	3,8

NATIONAL KPA: 3 Financial Viability										KPA WEIGHTING - 80			
Strategic Objective: To provide financial support to the overall achievement of municipal vision and mission by June 2027.										QUARTERLY TARGETS			
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	Weighting
3.6	Fleet management	To ensure proper monitoring and management of IYM fleet by June 2027	By implementing vehicle recovery and fleet monitoring system.	Fleet policy	Fleet Management Policy reviewed and approved by council	R	Fleet Management Policy reviewed and approved by council	-	-	-	Fleet Management Policy reviewed and approved by council	Copy of policy. Council resolutions	3,8
3.7	Fleet management			4 reports	Number of reports prepared on implementation of Fleet policy	R	Four (4) reports	1	1	1	1	4 signed reports	3,8
3.8	Indigent	To provide support to indigent households within IYM by 2027	By registration and verification on indigent households in all 21 wards	Indigent register 8500	Number of indigent households registered on the indigent register	R	10 000	2500 R	2500 R	2500 R	2500 R	Indigent report	3,8
3.9	AFS	To ensure effective and complaint financial reporting by June 2027	Prepare GRAP Financial Statements and submit to the office of Auditor General by the 31 st of August, yearly.	Prepared GRAP Annual Financial Statement	Number of GRAP compliant AFS	R	2	1 R	1 R	1 R	1 R	Interim Financial Statements and Annual Financial Statements	3,8
3.10	Expenditure		Effective and efficient debtors' management	UIF submitted to Council quarterly	Number of reports on unauthorised, Irregular, Fruitless and Wasteful expenditure and Minor Breaches by June 2023	R	4	1	1	1	1	UIFWE Schedules and Council Extracts	3,8
3.11	Budget planning & reporting		Prepare and submit to the Mayor, Section 71 reports monthly within 10 working days after the month end.	12 S71 reports	Number of section 71 reports submitted by set date	R	12	3	3	3	3	Proof of Submission to treasury	3,8
3.12	Budget planning & reporting		Prepare and submit to the Audit Committee and Council, Section 72 reports on or before the 25 th of January annually.	1 S72 report	Number of section 72 reports submitted by set date	R	1	1	1	1	1	Proof of Submission to treasury and council resolutions	3,8

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NATIONAL KPA: 3 Financial Viability														
Strategic Objective: To provide financial support to the overall achievement of municipal vision and mission by June 2027.														
IDP KPA NO.	KEY FOCUS AREA	PERFORMANCE OBJECTIVE	STRATEGIES	2023-2024 BASELINE	KPI	ANNUAL BUDGET- 2024-2025	ANNUAL TARGET (2024-2025)	QUARTERLY TARGETS				Source Of Evidence	Weight	
								Q 1	Q 2	Q 3	Q 4			
3.13	Budget planning & reporting		Prepare and submit to the Audit Committee and Council, Section 52d reports quarterly within 30days after the end of each quarter. Prepare monthly reconciliations for VAT, Creditors, Debtors, etc.	4 S52d reports	Number section 52d quarterly reports submitted by set date	4	4	1	1	1	1	1	Proof of Submission to treasury	3,8
3.14	SCM	To ensure effective, efficient, and economic supply chain management processes by June 2027	By developing annual procurement plans for all goods and services	2 procurement plans	Number of developed procurement plans per budget and procurement strategy	2	2	-	1	1	1	1	Procurement plans	3,8
3.15	Asset management	To ensure effective Asset management by June 2027	Manage, control, and maintain all the municipal assets	1	Develop GRAP compliant asset register by set date	2	2	1	1	1	1	1	Signed Service Provider Assessment Report	3,8
3.16				1	Disposal of obsolete assets by set date	1	1	1	1	1	1	1	GRAP Compliant Asset Register	3,8
3.17	Budget planning	To ensure effective and efficient financial resources management by June 2027	Effective and efficient budget management	2022/2023 Budget	Compilation of the Annual budget	2	2		1	1	1	1	Council resolution for disposals and schedule	3,8
3.18	AFS			2022/2023 Budget	Compilation of the Adjustment budget by 28 February	1	1		1	1	1	1	Council resolution and proof of submission to treasury	3,8
3.19	Creditors			30 days		30 Days	30 Days	1	1	1	1	1	proof of submission to treasury	3,8

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NATIONAL KPA: 3 Financial Viability										KPA WEIGHTING - 80			
Strategic Objective: To provide financial support to the overall achievement of municipal vision and mission by June 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
3.20	Expenditure		By ensuring creditors are paid within 30days from receipt of the invoice.		Average monthly turnaround time for the processing of valid invoices (from the date of receipt of invoice to the actual date of payment) in line with Section 65(2)(e) of MFMA No 56 of 2003	12		R	R	R	R	Signed Invoice Register and Age Analysis	3,8
3.21	Budget policies	To ensure effective and adequate financial control by June 2027	By ensuring salaries of staff and councillors are paid by 25 th of each month By developing and review all budget related policies, procures and strategies annually	Salaries and councillors' allowances are paid each month 21 budget related policies	Payment of Salaries & Cllrs Allowances by 25 th of each month Number of reviewed budget related policies	R0	2	-	-	1	1	Salaries Proof of Payment Council Resolution	3,8
SUBTOTAL												80	

Cross Cutting KPAs:

NATIONAL KPA: 4 Municipal Institutional Development and Transformation										KPA WEIGHTING-5			
Strategic Objectives: To ensure Municipal transformation and institutional development at IYM by 2027.													
KPI NO	KEY FOCUS AREA	PERFORMANCE OBJECTIVE	STRATEGY	KEY PERFORMANCE INDICATOR (OUTPUT)	BASELINE 2023/24	BUDGET 2024-25	TARGET 2024-25	Q 1	Q 2	Q 3	Q 4	Source of Evidence	Weight
22.	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	4	1	1	1	1	Copy of developed and updated resolution register	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				Source of Evidence	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	Evidence of Audit action plan reports	3.75
24.	Performance Management (Cascading)	To monitor and evaluate municipal performance by June 2023	By developing performance agreements with staff below \$56/7	Number of performance plans signed with staff below \$56/7	3		2	2	-	-	-	Signed performance plans	3.75
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	Quarterly SDBIP reports	3.75
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	Quarterly risks reports	3.75
SUBTOTAL											15		

MM

ANNEXURE B

2. 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: CFO												
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

 CFO

 MUNICIPAL MANAGER

 DATE

 DATE

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... COFIMVABA ...on this the..... day of 2024


Between:  (Signature)

NONCEDO COMBO (Full Name)
(EMPLOYEE)

AND

 (Signature)
MICHELE MABONO (Full Name)
(REPRESENTING EMPLOYER)

AS WITNESSES:

1. 
2. 