



2024/2025 PERFORMANCE AGREEMENT

Made and entered into by and between

UMHLABUYALINGANA LOCAL MUNICIPALITY

(Herein represented by **MR N.P.E MYENI** in his capacity as)

“The Municipal Manager”

and

CELUMUSA ROBERT KHUMALO

(ID No. [REDACTED])

(Hereinafter referred as the)

“DIRECTOR-CORPORATE SERVICES”

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PERFORMANCE AGREEMENT

ENTERED INTO AND BETWEEN:

The Municipality of **uMhlabuyalingana** herein represented by **Mr. Nkosinathi Phumlani Emmanuel Myeni** (full name) in her capacity as The Municipal Manager hereinafter referred to as the Employer or Reporting Officer) and **Mr. Celumusa Robert Khumalo** (full name) Employee of the Municipality of uMhlabuyalingana (hereinafter referred to as the Employee).

WHEREBY IT IS AGREED AS FOLLOWS:

1. INTRODUCTION

- 1.1 The Employer has entered into a contract of employment with the Employee in terms of section 57(1) (a) of the Local Government: Municipal Systems Acts 32 of 2000 ("the System Act"). The Employer and the Employee are hereinafter referred to as "the Parties".
- 1.2 Section 57(1) (b) of the Systems Act, read with the Contract of Employment concluded between the parties to conclude an annual performance Agreement.
- 1.3 The parties wish to ensure that they are clear about the goals to be achieved, and secure the commitment of the Employee to a set of outcomes that will secure local government policy goals.
- 1.4 The parties wish to ensure that there is compliance with Sections 57(4A), 57(4B) and 57(5) of the Systems Act and the Performance Regulations gazetted in Notice No 805, published on 1 August 2006.
- 1.5 The parties wish to ensure that there is compliance with Sections 60 and 61 of the MFMA.


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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), (4B) and (5) of the Systems Acts as well as the Contract of Employment entered into between the parties;
- 2.2 Specify objectives and targets defined and agreed with the employee and to communicate to the employee the employer's expectations of the employee's performance and accountabilities in alignment with the Integrated Development Plan, Service Delivery and Budget Implementation Plan (SDBIP) and the Budget of the municipality.
- 2.3 Specify accountabilities as set out in the Performance Plan (Annexure A);
- 2.4 Monitor and measure performance against set targeted outputs;
- 2.5 Use the Performance Agreement and Performance Plan as the basis for assessing the suitability of the Employee for permanent employment and /or to assess whether the Employee has met the performance expectations applicable to his/her job;
- 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.


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3. COMMENCEMENT AND DURATION

- 3.1 This Agreement will commence on the **01st of July 2024** and will remain in force until **30 June 2025** thereafter a new Performance Agreement, Performance Plan and Personal Development Plan shall be concluded between the parties for the next financial year or any portion thereof.
- 3.2 The parties will review the provisions of this Agreement during June each year. The parties will conclude a new Performance Agreement and Performance Plan that replaces this Agreement at least once a year by not later than the beginning of each successive financial year.
- 3.3 This Agreement will terminate on the termination of the Employee's contract of employment for any reason.
- 3.4 The content of this Agreement may be revised at any time during the abovementioned period to determine the applicability of the matters agreed upon.
- 3.5 If at any time during the validity of this Agreement the work environment alters (whether as a result of government or council decisions or otherwise) to the extent that the contents of this Agreement are no longer appropriate, the contents shall immediately be revised.

4. PERFORMANCE OBJECTIVES

- 4.1 The Performance Plan (Annexure A) sets out-
- 4.1.1 The performance objectives and targets that must be met the Employee; and
- 4.1.2 The time frames within which those performance objectives and targets must be met.
- 4.2 The performance objectives and targets reflected in Annexure A are set by the Employer in consultation with the Employee and based on the Integrated Development Plan and the Budget of the Employer, and shall include key objectives; key performance indicators; target dates and weighting which amongst other things include targets on the following:
- 4.3 The key objectives describe the main tasks that need to be done. The key performance indicators provide the details of the evidence that must be provided to show that a key objective has been achieved. The target dates describe the timeframe in which the work must be achieved. The weightings show the relative importance of the key objectives to each other.



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- 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 about the specific performance standard that will be included in the Performance Management System as applicable to the Employee.

6 THE EMPLOYEE AGREES TO PARTICIPATE IN THE PERFORMANCE MANAGEMENT AND DEVELOPMENT SYSTEM THAT THE EMPLOYER ADOPTS

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

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which are linked to the KPAs, 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 Transformation and Institutional Development	85%
2. Cross Cutting Interventions	5%
3. Good Governance and Public Participation	5%
4. Municipal Financial Viability and Management	5%
Total	100%

6.4 The LCs will make the other 20% of the Employee's assessment score. In terms of Local Government: Regulations on appointment and conditions of employment of Senior Managers, Reg. 21 of 17 January 2014, the "Core Competencies" are competencies that cut across all levels of work in a municipality and enhance contextualized leadership that guarantees service delivery impact; and "Leading competencies" means competencies that are required to develop clear institutional strategy, initiate, drive and implement programs to achieve long-term sustainable and measurable service delivery performance results. There is no hierarchal connotation to the structure and all competencies are essential to the role of a senior manager to influence high performance.

All competencies must therefore be considered as measurable and critical in assessing the level of a senior manager's performance and is listed as follows.

LEADING COMPETENCIES		
COMPETENCY		Weighting
Strategic Direction and Leadership	<ul style="list-style-type: none"> Impact and Influence Institutional Performance Management Strategic Planning and Management 	9
People Management	<ul style="list-style-type: none"> Human Capital Planning and Development Diversity Management Employee Relations Management 	9
Program and Project Management	<ul style="list-style-type: none"> Program and Project Planning and Implementation Service Delivery Management 	9

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Financial Management	<ul style="list-style-type: none"> Budget Planning and Execution Financial Strategy and Delivery 	9
Change Leadership	<ul style="list-style-type: none"> Change Vision and Strategy Process Design and Improvement Change Impact Monitoring and Evaluation 	8
Governance Leadership	<ul style="list-style-type: none"> Policy Formulation Risk and Compliance Management Cooperative Governance 	8
WEIGHTING LEADING COMPETENCIES		52
CORE COMPETENCIES		
COMPETENCY		Weighting
Moral Competence		8
Planning and Organising		8
Analysis and Innovation		8
Knowledge and Information Management		8
Communication		8
Results and Quality Focus		8
WEIGHTING CORE COMPETENCIES		48
Total Percentage Weighting		100 %

7. EVALUATING PERFORMANCE

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

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

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

7.2 Despite the establishment of intervals for evaluation, the Employer may in addition review the Employee's performance at any stage 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 implementation must take place within set time frames.

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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:

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

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

7.5.2 Assessment of the LC's and CCs

- (a) Each LC and CC should be assessed according to the extent to which the specified standards have been met as per applicable regulation.
- (b) An indicative rating on the five-point scale should be provided for each LC and CC.
- (c) The applicable assessment rating calculator must then be used to add the scores and calculate a final LC and CC scores.

7.5.3 Overall Rating

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



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7.6 The assessment of the performance of the Employee will be based on the following rating scale for KPA's, LC's and CC's:

LEVEL	TERMINOLOGY	DESCRIPTION	RATING
5	Outstanding Performance	Performance far exceeds the standard expected of an employee at this level. The appraisal indicate that the Employee has achieved above fully effective results against all performance criteria and indicators as specified in the Performance Agreement 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	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 Performance Agreement 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 indicate that the employee has achieved below fully effective results against more than half the key performance criteria and indicators as specified in the Performance Agreement 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 Performance Agreement 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 purpose 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;

7.7.3 Ward Committee Member (on a rotational basis), where applicable;

7.7.4 Municipal Manager from another Municipality.

8. SCHEDULE FOR PERFORMANCE REVIEWS

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

First quarter	: July – September	October 2024
Second quarter	: October – December	February 2025
Third quarter	: January – March	April 2025
Fourth quarter	: April – June	July-September 2025

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 development gaps is attached as Annexure B.

10. OBLIGATIONS OF THE EMPLOYER

10.1 The Employer shall:



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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 delegates such powers reasonably required by the Employee to enable him to meet the performance objectives and targets established in term 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 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-
 - 1.1.1 A direct effect on the performance of any of the Employee's functions;
 - 1.1.2 Commit the Employee to implement or to give effect to a decision made by the Employer; and
 - 1.1.4 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 In instances where there was poor performance resulting in the Municipality incurring unauthorized, irregular, fruitless and wasteful expenditure as per Auditor General's Report, the Employee shall not be eligible to receive performance bonus for that financial year.
- 12.3 A score of 130% to 149% is awarded a performance bonus ranging from 5% to 9% of the total remuneration due to the Employee in terms of paragraph 6 of the employment contract between the municipality and the Director.

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- 12.4 A score of 150% and above is awarded a performance bonus ranging from 10% to 14% of the total remuneration due to the Employee in terms of paragraph 6 of the employment contract between the municipality and the Director.
- 12.4 The Employee will be eligible for progression to the next higher remuneration package, within the relevant remuneration band, after completion of least twelve months (12) service at current remuneration package 30 June (end of financial year) subject to a fully effective assessment.
- 12.5 In the case of unacceptable performance, the Employer shall-
- 12.5.1 Provide systematic remedial of development support to assist the Employee to improve his or her performance; and
- 12.5.2 After appropriate performance and 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 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 mayor within thirty (30) days of receipt of a formal dispute from the Employee; or
- 13.1.2 Any other person appointed by the MEC.
- 13.1.3 In the event that the mediation process contemplated above fails, clause 15 of the Contract of Employment shall apply.
- 13.1.4 Any disputes about the outcome of the Employee's performance evaluation, will be mediated by –
- 13.1.4.1 A member of the municipal council, provided that such member was not part of evaluation panel provided for in sub-regulation 27(4)(e) of the Municipal Performance Regulations , 2006, within thirty days (30) of receipt of a formal dispute from the employee whose decision shall be final and binding on both parties.
- 13.1.5 In the event that the mediation process contemplated above fails, the relevant clause of the Contract of Employment shall apply.

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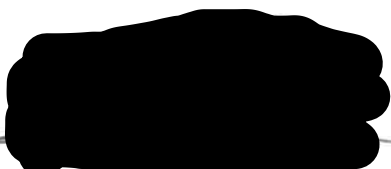
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- 14.1 The contents of this agreement and the outcome of any review conducted in terms of Annexure A may be available to the public by the Employer.
- 14.2 Nothing in this agreement diminishes the obligations, duties, or accountabilities of the Employee in terms of his contract of employment, or the effects of existing or new regulations, circulars, policies, directives, or other instruments.
- 14.3 No performance bonus will be paid in terms of this agreement, irrespective of the outcome of the performance evaluation results, if Unauthorized, Irregular, Fruitless and Wasteful (UIFW) expenditure has been incurred in the financial year.
- 14.4 No performance bonus will be paid in terms of this agreement, irrespective of the outcome of the performance evaluation results, in the event that the municipality does not obtain at least an unqualified audit opinion from the Auditor General in respect of the relevant financial year.
- 14.5 No performance bonus will be paid in terms of this agreement, irrespective of the outcome of the performance evaluation results, in the event that evidence is not provided or errors not corrected or as a result of poor record keeping which may lead to findings (on compliance and/or predetermined objectives) which will prevent the attainment of an unqualified audit opinion.



Thus done and signed at UMhlabuyalingana Municipal Offices on this the 12 day of July (Month) 2024 (Year)

AS WITNESSES:

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 Employee
 Director-Corporate Services

AS WITNESSES:

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 2. 

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The Municipal Manager

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Performance Plan

2024-2025 PERFORMANCE PLAN - DIRECTOR CORPORATE SERVICES

No	OBJECTIVE	STRATEGY	ID/INDICATOR NO	PERFORMANCE INDICATOR	ANNUAL TARGET	WEIGHT	AUDIT EVIDENCE REQUIREMENT	2024-2025 PERFORMANCE PLAN - DIRECTOR CORPORATE SERVICES				
								QUARTER 1 ENDING 30 SEP	QUARTER 2 ENDING 31 DEC	QUARTER 3 ENDING 31 MAR	QUARTER 4 ENDING 30 JUN	
								TARGET	TARGET	TARGET	TARGET	
KPA: MUNICIPAL TRANSFORMATION AND INSTITUTIONAL DEVELOPMENT												
MEETINGS												
1		Hold Council Meetings	MTD 10CORP/24/25 (IDP/TL)	Number of ordinary council meetings	4 ordinary council meetings held by 30 June 2025		Signed off minutes and attendance registers	N/A	1 ordinary council meeting	1 ordinary council meeting	1 ordinary council meeting	1 ordinary council meeting
2		Hold ExCo Meetings	MTD 20CORP/24/25 (IDP/TL)	Number of ordinary ExCo meetings	12 ordinary ExCo meetings held by 30 June 2025		Signed off minutes and attendance registers	N/A	3 ordinary ExCo meetings	3 ordinary ExCo meetings	3 ordinary ExCo meetings	3 ordinary ExCo meetings
3	To ensure effective Governance through regular meetings of Council structures		MTD 30CORP/24/25	Number of Portfolio Committees Meetings held	12 portfolio meetings held by 30 June 2025		Signed off minutes and attendance registers	N/A	3 portfolio meetings	3 portfolio meetings	3 portfolio meetings	3 portfolio meetings
4		Provide secretarial support to Section 75 committees	MTD 40CORP/24/25	Number of LLF meetings held	12 LLF meetings held by 30 June 2025		a) Signed off minutes b) Attendance registers	N/A	3 LLF meetings	3 LLF meetings	3 LLF meetings	3 LLF meetings
WORKPLACE SKILLS PLAN												
5		Complete WSP and submit to LGSETA	MTD 50CORP/24/25 (IDP/TL)	Number of WSP submitted to LGSETA	1 WSP submitted to LGSETA by 30 April 2025		a) WSP b) Proof of submission to LGSETA c) Council Resolution	N/A	N/A	N/A	Table Draft WSP to council	1 (Submit WSP to LGSETA by 30 April 2025)
6	To attract, specialists, retain qualified and experienced staff across the staff establishment	Submission of employment equity report to Department of Labour	MTD 60CORP/24/25 (IDP/TL)	Number of Employment Equity Reports submitted to Department of Labour	1 Employment Equity Report submitted to Department of Labour by 15 January 2025		a) Employment Equity Plan (Council Resolution) b) Draft Employment Equity report c) Council resolution (Draft and Final Department of Labour/Proof of submission	N/A	N/A	Draft Employment Equity report	1 (Submit Employment Equity Report to Department of Labour)	N/A
7		Training of councillors and staff as per the WSP/ Training plan	MTD 70CORP/24/25 (IDP/TL)	Number of employees and councillors trained as per Workplace Skills training Program/ Training Plan	20 employees and 20 councillors trained as per Workplace Skills training Program/ Training Plan by 30 June 2025		a) Attendance register for trainings provided b) Report on the trainings held (Training list with courses)	R800,000	N/A	N/A	N/A	20 employees trained 20 Councillors
Total Weighting												
Organogram and Filing of posts												
8		Review the Organogram	MTD 80CORP/24/25 (IDP/TL)	Reviewed organisational structure approved by council	Review organisational structure and table to council for approval by 30 June 2025		a) Signed job descriptions b) Reviewed organogram c) Council resolution	N/A	N/A	Signed job descriptions for new posts in the organisational structure	N/A	Table reviewed organisational structure to council for adoption

		Recruitment of staff to fill vacant leader posts	MTD 9ICORP/2425	Number of funded vacant positions filled	Funded vacancies filled by 30 June 2025	(a) Adverts (b) Letters of appointment (c) Appointment letters	N/A	N/A	N/A	N/A
9	To create an appropriate organizational climate that will attract and ensure retention of staff									
10		Recruitment of people who meet employment equity targets	MTD 10ICORP/2425	Number of designated groups using Employment Equity Act: 1. Black people employed by the municipality (Number of new appointments)	1 person employed by 30 June 2025	a) Copy of Employment Equity Plan b) Letter of appointments	N/A	N/A	N/A	N/A
PERFORMANCE MANAGEMENT AND REPORTING										
11		Signing of Individual Performance Agreements by Section Managers	MTD 11ICORP/2425	Number of Individual Performance Agreements and Work Plans signed by Director and quarterly performance reviews	a) 5 Individual Performance Agreements and Plans signed and in place by 31 July 2025, and b) 3 Quarterly reviews of Managers performance up to 30 June 2025	a) Signed of Copies of 3 Individual performance agreements and plans b) Minutes of quarterly review of updated plans	N/A	3 Individual Performance Agreements and Plans of DD and Section Managers in place and signed by 31 July 2025	First quarter performance review of DD and Section Managers	Second quarter performance review of DD and Section Managers
12			MTD 12ICORP/2425	Number of Monthly Performance Reports compiled	8 monthly performance reports by 30 June 2025	Signed off Monthly Performance reports	N/A	July and August monthly reports	Oct and Nov monthly reports	Jan and Feb monthly reports
13	To manage and enhance the performance of the municipality by compiling and submission of monthly and quarterly reports	Compiling and submission of monthly and quarterly reports	MTD 13ICORP/2425	Number of signed off Quarterly Reports by the Director within 30 days of the last day of each quarter.	4 quarterly progress report on SDBP submitted to PMS unit within 30 days of the last day of each quarter	a) Copy of signed off SDBP quarterly reports b) Copy of portfolio recommendation/resolution	N/A	1 (Q4 report)	1 (Q1 report)	1 (Q2 report)
14			MTD 14ICORP/2425	Submission of performance reports and POEs on due date to PMS unit each month	Performance reports and POEs submitted to PMS unit on the 7th of each month	a) Proof of submission b) Signed POE verification form	N/A	a) Submission of monthly reports and POEs to PMS unit (July and August New monthly reports) b) Q4 report	a) Submission of monthly reports and POEs to PMS unit (Oct and Nov monthly reports) b) Q1 report	a) Submission of monthly reports and POEs to PMS unit (Jan and Feb monthly reports) b) Q2 report
15	Ensure reliability and maintain independence	Responding and resolving of AG and Internal Audit findings timewously	GGPP 1ICORP/2425	Percentage of Internal Audit Findings resolved within the financial year (including activities requiring budget)	100% Resolution of Internal Audit findings due within the financial year by 30 June 2025	a) Quarterly reports (Quarterly Register of Findings from Internal Audit and progress on implementation plans)	N/A	100% Resolution of Internal Audit findings due within Quarter 4	100% Resolution of Internal Audit findings due within Quarter 2 & 4/25	100% Resolution of Internal Audit findings due within Quarter 3 & 4/25
16	To bring the organization to an enabled risk maturity level	Mitigating risks identified in the risk register	GGPP 2ICORP/2425	Percentage of Action Plans resolved relevant to the Corporate Services Department per quarter as documented in the strategic risk register	100% completion of Action Plans resolved/completed relevant to the Corporate Services Department per quarter up to 30 June 2025	a.) Update risk register b.) Sign-off document as proof of assessment by Director c.) Internal report on achievements by Risk Manager	N/A	100% completion of Action Plans per quarter	100% completion of Action Plans per quarter	100% completion of Action Plans per quarter
Total Weighting										
Policies, Strategies, Legal										
17		Declaration of financial interest by councillors	GGPP 3ICORP/2425 (DPTL)	Percentage of Councillors who have declared their financial interests	100% of Councillors have declared their financial interest by 30 June 2025	a) Signed declaration of interest forms	N/A	100% of Councillors have declared their financial interest by 30 September 2024	N/A	N/A
AUDIT FINDINGS AND RISK MANAGEMENT										
KPA: GOOD GOVERNANCE AND PUBLIC PARTICIPATION										

18		Review of HR and ICT policies	GGPP 40CORP/2425 (DP/TL)	Number of HR and ICT policies reviewed and adopted	Review 4 Council HR Policies and ICT Policies by 30 June 2025	a) List of policies reviewed b) Council resolutions	R800,000	N/A	N/A	N/A	Review 4 Council HR Policies and ICT Policies and table to council for adoption
19	To ensure effective and efficient administration complying with its Legal Mandates	Review of strategies, frameworks and plans	GGPP 50CORP/2425 (DP/TL)	Number of HR Strategies, Frameworks and Plans reviewed and adopted	a) 3 Strategies reviewed and adopted (ICT Strategy, HR Strategy and HR Plan) b) 1 HR plan reviewed and adopted (Human Resource Training Plan) c) 1 Framework reviewed and adopted (IT Governance Framework) by 30 June 2025	a) List of reviewed Strategies b) Council resolution	N/A	N/A	N/A	Review and table to council for adoption a) Revision strategy b) Human Resource strategy c) Human Resource Training plan d) IT Governance Framework	
20		Compile reports on all legal matters	GGPP 60CORP/2425	Number of reports on advice, services and assistance on legal matters affecting the operation and activities of the Municipality	4 reports on advice, services and assistance on legal matters affecting the operation and activities of the Municipality by 30 June 2025	4 Reports on all legal related matters on behalf of the municipality	R1,500,000	1 Report on all legal related matters on behalf of the municipality	1 Report on all legal related matters on behalf of the municipality	1 Report on all legal related matters on behalf of the municipality	1 Report on all legal related matters on behalf of the municipality
Total Weighting											
OHS											
21		Conduct OHS inspections	GGPP 70CORP/2425	Number of OHS inspections conducted	4 OHS inspections by 30 June 2025	OHS Inspection reports	N/A	1 OHS inspection	1 OHS inspection	1 OHS inspection	1 OHS inspection
22	Safety, Health and Sustainable working environment	Compile OHS evaluation reports	GGPP 80CORP/2425	Number of OHS Risk Evaluation reports submitted to council	4 OHS Risk Evaluation reports submitted to council by 30 June 2025	a) 4 OHS Risk Evaluation reports b) Council resolution	N/A	Submit 1 OHS Risk Evaluation report to council	Submit 1 OHS Risk Evaluation report to council	Submit 1 OHS Risk Evaluation report to council	Submit 1 OHS Risk Evaluation report to council
23	To create an appropriate working environment with well staffed and ensure retention of staff	Coordinate and EAP programs	GGPP 90CORP/2425	Number of EAP programs implemented to support health and well-being of employees	2 EAP programs implemented a) Employee Wellness program b) Alcohol and Drug abuse program	a) EAP Plan b) Signed EAP Report & Attendance Register c) Resolution of item noted by Council.	R436,790	EAP Plan by 30 September 2023	1 EAP program (Employee Wellness program)	1 EAP program (Alcohol and Drug abuse program)	N/A
Total Weighting											
ICT											
24	To promote municipal governance system that enhances and embraces the system of participatory Governance	Coordinate the sitting and functioning of ICT Steering committee	GGPP 10CORP/2425	Number of ICT Steering committee meetings held	4 ICT Steering committee meetings held by 30 June 2025	a) Signed of minutes and attendance registers	N/A	1 ICT steering committee meeting	1 ICT steering committee meeting	1 ICT steering committee meeting	1 ICT steering committee meeting
25		Updating and uploading of municipal website to comply with legislation	GGPP 11CORP/2425	Percentage compliance to Section 75 of the Municipal Finance Management Act	100% Compliance in terms Section 75 of the Municipal Finance Management Act per quarter up to 30 June 2025	a) Compliance report in terms of Section 75 of the MFMA	N/A	100% compliance in terms Section 75 of the Municipal Finance Management Act per quarter	100% compliance in terms Section 75 of the Municipal Finance Management Act per quarter	100% compliance in terms Section 75 of the Municipal Finance Management Act per quarter	100% compliance in terms Section 75 of the Municipal Finance Management Act per quarter
26	To promote access to information and accountability	Conduct disaster recovery tests bi-annually	GGPP 12CORP/2425	Number of Disaster Recovery tests conducted	2 Disaster Recovery tests conducted by 30 June 2025	a) Report on Disaster Recovery test conducted a) Proof of attendance Register	N/A	1 Disaster recovery test conducted by 31 December 2023	N/A	N/A	1 Disaster recovery test conducted by 30 April 2024

27	Improve filing system by moving to electronic system	GGPP 13/CORP/2425	Percentage of compliance in terms of Records Management system	100% implementation of electronic records documents management system by 30 June 2025	a) Implementation Plan and Council Report b) Training Report & Attendance System generated c) Signed Report on Scanned file of Disaster System	N/A	a) Approved Implementation Plan by Council 30 September 2023 b) Training of the 30 users for disaster system by 30 September 2023	Scanning Files and stock barcode by December 2023	Uploading of files, Reviewing, Returning, Renewal and Restoring to disaster system by 31 March 2023	Implementation of Disaster System by 30 June 2023
KPA- MUNICIPAL FINANCIAL VIABILITY AND MANAGEMENT										
28	Expenditure of allocated infrastructure budget	MPWM 1/CORP/2425	% Capital expenditure of approved projects co-ordinated and facilitated by the ComS Department	100% Capital expenditure by 30 Jun 2024 on approved projects (R 0000 as per SDGP) co-ordinated and facilitated by the ComS Department	a) Copy of report	R1 067 600	20.5% expenditure R (000 / 000) Evidence of expenditure Project status reports	57.05% expenditure R (000 / 000) Evidence of expenditure Project status reports	80.2% expenditure R (000 / 000) Evidence of expenditure Project status reports	100% expenditure R 000 spend Evidence of expenditure Project status reports
29	Compliance with financial legislation and policies	MPWM 2/CORP/2425 (DP/TL)	% of municipality's budget spent on implementing Workplace Skills Plan	1% of the Municipality's Budget spent on implementing the Workplace Skills Plan up to 30 June 2025	a) Copy of report	N/A	0.5% of Quarterly Payroll budget spent	0.25% of Quarterly Payroll budget spent	0.25% of Quarterly Payroll budget spent	1% of Quarterly Payroll budget spent
30	Compiling and submission procurement plan to finance department	MPWM 3/CORP/2425	Procurement Plan submitted to SCM	Submission of Procurement Plan for 2024/2025 to SCM by 30 June 2025	a) Procurement Plan b) Proof of submission to SCM	N/A	N/A	N/A	N/A	Submit 1 Procurement Plan for 2024/2025 to SCM
Total Weighting										
 Signed off by: Director-Corporate Services Date: 30 June 2023 Signed by the Municipal Manager Date: 16/07/2024										