



**2024/2025  
PERFORMANCE AGREEMENT**

Made and entered into by and between

**UMHLABUYALINGANA LOCAL MUNICIPALITY**

(Herein represented by T.S KHUMALO in his capacity as)

**"The Mayor"**

and

**N.P.E MYENI**

(ID No. [REDACTED])

(Hereinafter referred as the)

**"MUNICIPAL MANAGER"**

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### **Annexure A – Performance Plan**

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# PERFORMANCE AGREEMENT

## ENTERED INTO AND BETWEEN:

The Municipality of **uMhlabuyalingana** herein represented by **Thembinkosi Sibusiso Khumalo** (full name) in her capacity as The Municipal Manager hereinafter referred to as the Employer or Reporting Officer) and **Mr. Nkosinathi Phumulani Emmanuel Myeni** (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 **01<sup>st</sup> 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.
- 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), 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.

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KEY PERFORMANCE AREAS (KPA'S)	WEIGHTING
1. Basic Service Delivery and Infrastructure Development	30%
2. Cross Cutting Interventions	10%
3. Good Governance and Public Participation	20%
4. Municipal Transformation and Institutional Development	20%
5. Municipal Financial Viability and Management	20%
<b>Total</b>	<b>100%</b>

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"> <li>Impact and Influence</li> <li>Institutional Performance Management</li> <li>Strategic Planning and Management</li> </ul>	9
People Management	<ul style="list-style-type: none"> <li>Human Capital Planning and Development</li> <li>Diversity Management</li> <li>Employee Relations Management</li> </ul>	9
Program and Project Management	<ul style="list-style-type: none"> <li>Program and Project Planning and Implementation</li> <li>Service Delivery Management</li> </ul>	9
Financial Management	<ul style="list-style-type: none"> <li>Budget Planning and Execution</li> <li>Financial Strategy and Delivery</li> </ul>	9

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Change Leadership	<ul style="list-style-type: none"> <li>Change Vision and Strategy</li> <li>Process Design and Improvement</li> <li>Change Impact Monitoring and Evaluation</li> </ul>	8
Governance Leadership	<ul style="list-style-type: none"> <li>Policy Formulation</li> <li>Risk and Compliance Management</li> <li>Cooperative Governance</li> </ul>	8
WEIGHTING LEADING COMPETENCIES		52
<b>CORE COMPETENCIES</b>		
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
<b>Total Percentage Weighting</b>		<b>100 %</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 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.

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.

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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.

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	<b>Outstanding Performance</b>	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	<b>Performance significantly above expectations</b>	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	<b>Fully effective</b>	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	<b>Not fully effective</b>	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	<b>Unacceptable Performance</b>	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.	

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

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- 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:

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

- 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:

- 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
  - 11.1.4 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.

- 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.

### **14. GENERAL**

- 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 Marquise on this the 10 day of July (Month) 2024 (Year)


AS WITNESSES:

1.   
  


  
 Employee  
 Municipal Manager

AS WITNESSES:

1.   
 2.   


  
 The Mayor T.S

## MUNICIPAL MANAGER PERFORMANCE PLAN

No	STRATEGIC OBJECTIVE	IDP	KEY PERFORMANCE INDICATOR	ANNUAL TARGET	WEIGHT	AUDIT EVIDENCE REQUIREMENT	BUDGET	QUARTER 1 ENDING 30 SEP	QUARTER 2 ENDING 31 DEC	QUARTER 3 ENDING 31 MAR	QUARTER 4 ENDING 30 JUN
								TARGET	TARGET	TARGET	TARGET
<b>KPA: MUNICIPAL TRANSFORMATION AND INSTITUTIONAL DEVELOPMENT</b>											
<b>PERFORMANCE MANAGEMENT AND REPORTING</b>											
1		MTID 2/1MM/23/24	Number of Monthly Performance Reports compiled	8 monthly performance reports		Signed off Monthly Performance reports		2 monthly reports compiled (July and August)	2 monthly reports compiled (Oct and Nov)	2 monthly reports compiled (Jan and Feb)	2 monthly reports compiled (Apr and May)
2	To manage and enhance the performance of the municipality by compiling and submission of monthly and quarterly reports	MTID 2.1/MM/23/24 (IDP/TL)	Number of signed off Quarterly Top Layer SDBIP reports submitted to council within 30 days of the last day of each quarter.	4 quarterly progress report on Top Layer SDBIP submitted to council within 30 days of the last day of each quarter by 30 June 2024		a) Copy of signed off Top Layer SDBIP quarterly report b) Copy of council resolution		1 (Q4 report)	1 (Q1 report)	1 (Q2 report)	1 (Q3 report)
3		MTID 3/1MM/23/24 (IDP/TL)	Council approved Annual Performance report	Submit Annual Performance Report to council for approval by 31 August 2023		a) Annual Performance Report b) Council resolution	N/A	Annual performance report tabled to council by 31 August 2023	N/A	N/A	N/A
4	To manage and enhance the performance of the municipality	MTID 3.1/MM/23/24 (IDP/TL)	Annual Performance report submitted to Auditor General	Submit Annual Performance Report to Auditor General by 31 August 2023		Proof of submission to AG		Submit Annual performance report to AG by 31 August 2023	N/A	N/A	N/A
5		MTID 4/1MM/23/24 (IDP/TL)	Number of Final Annual reports (C/22) and oversight report submitted to council for adoption	a) 1 Final Annual Report submitted to Council by 31 January 2024 b) 1 Oversight report submitted to council by 31 March 2024		a) Annual Report and council resolution b) Oversight report and council resolution		N/A	N/A	a) Table 2022/2023 AR to council b) Table Oversight report to council	N/A
6	To maintain an organizational performance management system as a tool to monitor progress on service delivery	MTID 5/1MM/23/24 (IDP/TL)	a) Number of signed Section 54/56 Annual performance agreements submitted to Cogta b) Sec 54/56 managers quarterly reviews	a) 5 Signed Section 54/56 Annual performance agreements signed by 31 July 2022 b) Submission of signed performance agreements to MEC c) 3 Performance Sec 54/56 performance reviews conducted		a) Signed Performance agreements by 31 July b) Proof of submission to CogTA MEC c) Minutes and attendance registers		a) 5 Performance agreements signed by 31 July 2023 b) Submission of signed Performance agreements to CogTA	Conduct performance assessments	Conduct Mid-year performance assessments	Conduct Q3 performance assessments
<b>MPAC and AC Meetings</b>											

7		MTD 7/MM/23/24	Number of MPAC meetings held	4 MPAC meetings				1 MPAC meeting	1 MPAC meeting	1 MPAC meeting	1 MPAC meeting
	To ensure effective governance through regular meeting of Council structures										
8		MTD 8/MM/23/24	Number of Audit Committee meetings held	4 Audit committee meetings				1 audit committee meeting	1 audit committee meeting	1 audit committee meeting	1 audit committee meeting
<b>Total Weighting</b>											

**KPA: GOOD GOVERNANCE PUBLIC PARTICIPATION**

**INTEGRATED DEVELOPMENT PLANNING**

9		GGPP 01/MM/23/24 (IDPTL)	(a) Number of credible Integrated Development Plan (IDP) adopted by council in terms of the Municipal Systems Act (b) Number of IDP consultation meetings conducted (c) Number of IDP Process plan	(a) 1 credible Integrated Development Plan (IDP) adopted by council in terms of the Municipal Systems Act by 31 May 2024 (b) 4 IDP consultation meetings (c) 1 IDP Process plan	(a) Council resolution for adoption of IDP review (b) Public Notice/Minutes and attendance registers (c) IDP Process plan	Development and adoption of IDP Process Plan in terms of the Municipal Systems Act.	Conduct IDP consultation sessions with Stakeholders (Roadshows) in terms of Chapter 4 and Chapter 5 of the Municipal Systems Act.	Submit Draft IDP to Council and KZN CoGTA by March 2023 in terms of CoGTA management framework	Submit Final IDP for approval by Council by 31 May 2024
10	To develop a credible IDP in terms of short medium-term guide for development and service delivery	GGPP 1.2/MM/22/24	Number of IDP Forum meetings held	3 IDP Forum meetings held	Minutes and attendance registers	N/A	1 IDP Forum meeting	1 IDP Forum meeting	1 IDP Forum meeting
11		GGPP 1.3/MM/22/24	Number of IDP/Budget review community consultation meetings held	4 IDP/Budget review community consultation meetings	Reports and Attendance Registers	N/A	N/A	N/A	4 IDP/Budget review community consultation meetings
12		GGPP 2/MM/23/24	Number of Strategic planning sessions held	1 Strategic planning session to be held by 31 Dec 2023	a) Report b) Attendance register c) Strategic planning resolutions d) Council resolution	N/A	Strategic planning session	Table report and Strategic resolutions to council by 31 Jan 2023	N/A

**Internal Audit**

13		GGPP 3/MM/23/24	Percentage of Internal Audit Findings resolved on quarterly basis	100% Resolution of Internal Audit findings due within the financial year by 30 Jun 2024	(a) Consolidated Internal audit action plan (b) Executive summary report on achievements by Internal Audit Manager	a) 100% Resolution of Internal Audit findings due within the Quarter b) Updated internal audit action plan	a) 100% Resolution of Internal Audit findings due within the Quarter b) Updated internal audit action plan	a) 100% Resolution of Internal Audit findings due within the Quarter b) Updated internal audit action plan	a) 100% Resolution of Internal Audit findings due within the Quarter b) Updated internal audit action plan
14	Ensure reliability and maintain independence of Internal Audit Activities	GGPP 4/MM/23/24	Percentage of Auditor General (AG) findings resolved within the financial year	100% resolution of Auditor General (AG) findings (2022/23) by 30 June 2024	a) Council resolution b) Updated AG action plan c) Status of implementation report of audit action plans	N/A	N/A	a) Develop AG action plan and table to council b) 100% resolution of AG findings due within the quarter c) Status of implementation report of audit action plans	a) 100% resolution of AG findings due within the quarter b) Status of implementation report of audit action plans



15	GGPP 5/MM/2324	Percentage of Internal audits performed/Executed against the approved Internal Audit plan	100% of Internal Audit plan audits performed/Executed by 30 Jun 2024	Report on the status of internal audits performed	15 % of internal audits performed against the approved Internal Audit plan	30 % of internal audits performed against the approved Internal Audit plan	65 % of internal audits performed against the approved Internal Audit plan	100 % of internal audits performed against the approved Internal Audit plan
<b>Delegations</b>								
<b>Public Communication</b>								
17	GGPP 7/MM/2324 (IDP/TL)	Number of Communication Strategies/policies reviewed and adopted by Council	Review 1 Communication Strategy and 2 policies by 30 June 2024 a) Communication strategy b) Betho Pele policy c) Integrated Complainants management Policy	a) Communication Strategy b) Betho Pele policy c) Integrated Complainants management Policy	N/A	N/A	N/A	a) Communication Strategy b) Betho Pele policy c) Integrated Complainants management Policy
18	GGPP 7.1/MM/2324	Number of communication and marketing projects and activities (Radio slots) implemented	4 Radio slots by 30 June 2024	Invoices/Reports	1 radio slot	1 radio slot	1 radio slot	1 radio slot
<b>Total Weighting</b>								
<b>KPA: CROSS CUTTING INTERVENTIONS</b>								
<b>Enterprise Risk Management</b>								
19	CCI 1/MM/2324	Percentage completion of Action Plans relevant to the office of the MM for each quarter as documented in the operational risk register	100% completion of Action Plans relevant to the Office of the MM per quarter up to 30 Jun 2024	a.) Updated risk register and Action Plan b.) Sign-off document as proof of endorsement by MM c.) Executive summary report on achievements by Risk Manager	100% completion of Action Plans per quarter (Q1)	100% completion of Action Plans per quarter (Q2)	100% completion of Action Plans per quarter (Q3)	100% completion of Action Plans per quarter (Q4)
20	CCI 1.1/MM/2324 (IDP/TL)	Percentage completion of Action Plans relevant to the top 10 organisational risks	100% completion of Action Plans relevant to the top 10 organisational risks by 30 Jun 2024	a.) Updated top 10 organisational risk register and Action Plan b.) Sign-off document as proof of endorsement by MM c.) Executive summary report on achievements by Risk Manager	100% completion of Action Plans (Q1)	100% completion of Action Plans (Q2)	100% completion of Action Plans (Q3)	100% completion of Action Plans (Q4)
21	CCI 2/MM/2324 (IDP/TL)	Number of Risk assessments conducted	1 Risk assessment conducted	a) Risk register (CFRM) b) Attendance Register	N/A	N/A	N/A	1 risk management assessment concluded
22	CCI 3/MM/2324 (IDP/TL)	a) Reviewed Business Continuity Plans b) Number of reports on implementation of Business Continuity Plan (BCP)	a) Review BCP b) 3 Reports on the implementation of Business Continuity Plan (BCP)	a) Report on implementation of BCP b) Reviewed BCP c) Council resolution adopting BCP	1 report on implementation of BCP	1 report on implementation of BCP	1 report on implementation of BCP	Review and adoption of the BCP

23	To implement and maintain compliant, effective and efficient risk management system and processes	CCI 4MM/2324	a) Number of Risk Management Implementation Plans tabled to council b) Number of Reports on the Implementation of Risk management plans tabled to council and RMC c) Updated Risk Registers tabled to council and RMC	a) 1 Risk Management Implementation Plan tabled to council b) 4 Reports on the implementation of Risk management plans tabled to council and RMC c) 4 Updated Risk Registers tabled to council and RMC	a) Risk Management Implementation Plans and council resolution b) Report on implementation of RMP c) RMC minutes d) Council resolution e) Updated Risk Register	a) Tabling of Risk Management Implementation Plan Council b) 1 Report on implementation of RMP to council and RMC (M4 plan) c) 1 Updated Risk register tabled to council and RMC (Q4 Register)	a) 1 Report on the implementation of Risk management plans tabled to council and RMC (Q2) b) 1 Updated Risk Registers tabled to council and RMC (Q2 Register)	a) 1 Report on the implementation of Risk management plans tabled to council and RMC (Q3) b) 1 Updated Risk Registers tabled to council and RMC (Q3 Register)		
<b>Total Weighting</b>										
24		MFVM 1/MM/2324	Number of Procurement Plans in place	1 Procurement Plan for 2024/2025 submitted to SCM by 30 June 2024	Proof of procurement plan submission	N/A	N/A	N/A	Submit 1 Procurement plan for 2023/2024 to SCM	
<b>Total Weighting</b>										
Signed off by: Municipal Manager										
Date:										
Approved by the Mayor										
Date:										