

### PERFORMANCE AGREEMENT

### MADE AND ENTERED INTO BY AND BETWEEN:

### THE MKHAMBATHINIMUNICIPALITY AS REPRESENTED BY MAYOR

### **MR N.W NTOMBELA**

(Mayor)

AND

MR S MNGWENGWE 850303 6087 083

MUNICIPAL MANAGER
(The Municipal Manager Mr S Mngwengwe)

01 July 2023 - 30 June 2024

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### PERFORMANCE AGREEMENT

### **ENTERED INTO BY AND BETWEEN:**

The Mkhambathini Municipality herein represented by

Cllr NW Ntombela in his capacity as the Mayor

(hereinafter referred to as the Mkhambathini Municipality or Supervisor)

and

### **MR S MNGWENGWE**

(Identity Number - 850303 6087 083)

Municipal Manager of Mkhambathini Municipality
(hereinafter referred to as the Municipal Manager).

### WHEREBY IT IS AGREED AS FOLLOWS:

### 1. INTRODUCTION

- 1.1 The Employer has entered into a contract of employment with the Municipal Manager Mr S Mngwengwe in terms of section 57(1)(a) of the Local Government: Municipal Systems Act 32 of 2000 ("the Systems Act"). The Municipal Manager Mr S Mngwengwe and the Employer 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, 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 to 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.

### 2. PURPOSE OF THIS AGREEMENT

The purpose of this Agreement is to -

- comply with the provisions of Section 57(1)(b),(4A),(4B) and (5) of the Act as well as the employment contract entered into between the parties;
- 2.2 specify objectives and targets established for the Municipal Manager Mr S Mngwengwe and to communicate to the Municipal Manager Mr S Mngwengwe the Employers expectations of the Municipal Manager Mr S Mngwengwe's performance and accountabilities
- 2.3 specify accountabilities as set out in a 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 **Municipal Manager Mr S Mngwengwe** for permanent employment and/or to assess whether the Municipal Manager Mr S Mngwengwe has met the performance expectations applicable to his/her job;

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- 2.6 appropriately reward the **Municipal Manager Mr S Mngwengwe**; in accordance with the Employers performance management policy in the event of outstanding performance; and
- 2.7 give effect to the Employers commitment to a performance-orientated relationship with its Municipal Manager Mr S Mngwengwe in attaining equitable and improved service delivery.

### 3 COMMENCEMENT AND DURATION

- 3.1 This Agreement will commence on the **01 July 2023** and will remain in force until **30 June 2024** 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, if applicable.
- 3.2 The parties will review the provisions of this Agreement at the end of each quarter. The parties will conclude a new Performance Agreement and Performance Plan that replaces this Agreement at least every quarter (if applicable) by not later than the beginning of each successive quarter.
- This Agreement will terminate on the termination of the **Municipal Manager Mr S Mngwengwe** contract of employment for any reason.
- 3.4 The content of this Agreement may be revised at any time during the above-mentioned 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-
  - (a) the performance objectives and targets that must be met by the **Municipal Manager Mr S Mngwengwe**; and
  - (b) 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 **Municipal Manager Mr S Mngwengwe** and based on the Integrated Development Plan, Service Delivery and Budget Implementation Plan (SDBIP) and the Budget of the **Employer**, and shall include key objectives; key performance indicators; target dates 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 weightings show the relative importance of the key objectives to each other.
- 4.4 The Municipal Manager Mr S Mngwengwe's performance will, in addition, be measured in terms of contributions to the goals and strategies set out in the Mkhambathini Municipality's Integrated Development Plan.

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### 5 PERFORMANCE MANAGEMENT SYSTEM

- 5.1 The Municipal Manager Mr S Mngwengwe agrees to participate in the performance management system that Employer the adopts or introduces management and municipal staff of the Mkhambathini Municipality.
- 5.2 The Municipal Manager Mr S Mngwengwe 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 **Municipal Manager Mr S Mngwengwe** about the specific performance standards that will be included in the performance management system as applicable to the **Municipal Manager Mr S Mngwengwe**.
- 5.4 The **Municipal Manager Mr S Mngwengwe** agrees to participate in the performance management and development system that the Employer adopts.
- 5.5 The **Municipal Manager Mr S Mngwengwe** undertakes to actively focus towards the promotion and implementation of the KPA's (including special projects relevant to the Municipal Manager Mr S Mngwengwe's responsibilities) within the local government framework.
- 5.6 The criteria upon which the performance of the **Municipal Manager Mr S Mngwengwe** shall be assessed shall consist of two components, both of which shall be contained in the Performance Agreement.
  - (a) The **Municipal Manager Mr S Mngwengwe** must be assessed against both components, with a weighting of 80:20 allocated to the Key Performance Areas (KPAs) and the Core Managerial Requirements (CMC's) respectively.
  - (b) Each area of assessment will be weighted and will contribute a specific part to the total score.
  - (c) KPAs covering the main areas of work will account for 80% and CMCs will account for 20% of the final assessment.
- 5.7 The Municipal Manager Mr S Mngwengwe 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 the Municipal Manager Mr S Mngwengwe:

Key Performance Areas (KPA's)	Weight		
Basic Service Delivery	10	%	
Municipal Institutional Development and Transformation	5	%	
Local Economic Development (LED)	5	%	
Municipal Financial Viability and Management	10	%	
Good Governance and Public Participation	10	%	
Cross Cutting Issues	10	%	
Total	100%		

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5.7 The CMCs will make up the other 20% of the Municipal Manager Mr S Mngwengwe's assessment score. CMC's that are deemed to be most critical for Municipal Manager Mr S Mngwengwe specific job should be selected ( $\sqrt{}$ ) from the list below as agreed to between the Employer and Municipal Manager Mr S Mngwengwe.

	LEADING COMPETENCIES		
CORE MANAGERIAL COMPETENCIES (CMC)	COMPETENCY DESCRIPTION	WEIGH	T %
Strategic Direction and Leadership	Impact and influence institutional Performance Management Strategic Planning and Management Organisational Awareness	20	%
2. People Management	Human Capital Planning and Development Diversity Management Municipal Manager Mr S Mngwengwe Relations Management Negotiation and dispute Management	10	%
3.Programme and Project Management	Program and project Planning and Implementation Service Delivery Management Program and Project Management and Evaluation	5	%
4. Financial Management	Budget Planning and Execution Financial Strategy and Delivery Financial Reporting and Monitoring	15	%
5. Change Management	Change Vision and Strategy Process Design and Improvement Change Impact Monitoring and Evaluation	5	%
6.Governance Leadership	Policy Formulation Risk and Compliance Management Cooperative Governance	5	%
	CORE COMPETENTCIES		National Property of the Parks
7. Moral Competencies	Able to identify triggers, apply reasoning that promotes honesty and integrity and consistency display behavior that reflects moral competence.	5	%
8.Planning and Organizing	Able to plan, priorities and organize information and resources effectively to ensure the quality of service delivery and build efficient contingency Plans to manage risk	10	%
9. Analysis and Innovation	Able to critically analysis information challenges and trends to establish and implement fact based solutions that are innovative to improve institutional processes in order to achieve key strategic objectives.	5	%
I0.Knowledge and nformation 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.	5	%

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12.Results and Quality Focus	Able to maintain high quality standards, focus on achieving results and objects while consistently striving to exceed expectations and encourage others to meet quality standards,. Further too actively monitor and measure results and quality against identified objectives.	5	%
11.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.	10	%

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### 6. EVALUATING PERFORMANCE

- 6.1 The Performance Plan (Annexure A) to this Agreement sets out -
  - (a) the standards and procedures for evaluating the **Municipal Manager Mr S Mngwengwe** performance; and
  - (b) the intervals for the evaluation of the **Municipal Manager Mr S Mngwengwe** performance.
- 6.2 Despite the establishment of agreed intervals for evaluation, the **Employer** may in addition review the **Municipal Manager Mr S Mngwengwe's** performance at any stage while the contract of employment remains in force.
- 6.3 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.
- 6.4 The **Municipal Manager Mr S Mngwengwe** performance will be measured in terms of contributions to the goals and strategies set out in the **Employer's IDP**.

### 7. The quarterly performance appraisals will involve:

- 7.1 Assessment of the achievement of results as outlined in the performance plan:
  - (a) Each KPA should 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 (refer to paragraph 7.3 below) must then be used to add the scores and calculate a final KPA score.

### 7.2 Assessment of the CMCs

- (a) Each CMC 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 CMC.
- (c) The applicable assessment rating calculator (refer to paragraph 7.1) must then be used to add the scores and calculate a final CMC score.

### 7.3 Overall rating

- (a) An overall rating is calculated by using the applicable assessment-rating calculator. Such overall rating represents the outcome of the performance appraisal.
- (b) The assessment of the performance of the Municipal Manager Mr S Mngwengwe will be based on the following rating scale for KPA's and CMCs:

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Level	Terminology	Description		R	atin	g	
			1	2	3		5
5	Outstanding performance	Performance far exceeds the standard expected of a Municipal Manager Mr S Mngwengwe at this level. The appraisal indicates that the Municipal Manager Mr S Mngwengwe has achieved above fully effective results against all performance criteria and indicators as specified in the PA and Performance plan and maintained this in all areas of responsibility throughout the year.					
4	Performance significantly above expectations	Performance is significantly higher than the standard expected in the job. The appraisal indicates that the Municipal Manager Mr S Mngwengwe 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 Municipal Manager Mr S Mngwengwe 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 Municipal Manager Mr S Mngwengwe has achieved below fully effective results against more than half the key performance criteria and indicators as specified in the PA and Performance Plan.					
T T	Unacceptable performance	Performance does not meet the standard expected for the job. The review/assessment indicates that the Municipal Manager Mr S Mngwengwe has achieved below fully effective results against almost all of the performance criteria and indicators as specified in the PA and Performance Plan. The Municipal Manager Mr S Mngwengwe 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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- 7.4 For purposes of evaluating the annual performance of the Municipal Manager Mr S Mngwengwe, an evaluation panel constituted of the following persons must be established
  - 7.4.1 Member of the Executive Committee:
  - Chairperson/ Member of the Audit Committee; 7.7.4
  - 7.7.5 Municipal Manager from another Municipality

### 8. SCHEDULE FOR PERFORMANCE REVIEWS

8.1 The performance of Municipal Manager Mr S Mngwengwe in relation to his / her 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:

QUARTER	MONTHS	REVIEW DATE
First quarter	July 2023 – September 2023	Before the end of October 2022
Second quarter	October 2023– December 2023	Before the end of January 2023
Third quarter	January 2024 – March 2024	Before the end of April 2023
Fourth quarter	April 2024 – June 2024	Before the end of July 2023

- 8.2 The Municipal Manager Mr S Mngwengwe 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 Municipal Manager Mr. S Mngwengwe'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 Municipal Manager Mr S Mngwengwe 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 Municipal Manager Mr S Mngwengwe will be fully consulted before any such change is made.

### 9. DEVELOPMENTAL REQUIREMENTS

The Personal Development Plan (PDP) for addressing developmental gaps is attached as Annexure B.

### 10. OBLIGATIONS OF THE MKHAMBATHINI MUNICIPALITY

- 10.1 The Employer shall -
  - 10.1.1 create an enabling environment to facilitate effective performance by the Municipal Manager Mr S Mngwengwe:
  - 10.1.2 provide access to skills development and capacity building opportunities;

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- 10.1.3 work collaboratively with the **Municipal Manager Mr S Mngwengwe** to solve problems and generate solutions to common problems that may impact on the performance of the **Municipal Manager Mr S Mngwengwe**
- on the request of the **Municipal Manager Mr S Mngwengwe** delegate such powers reasonably required by the **Municipal Manager Mr S Mngwengwe** 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 **Municipal Manager Mr S Mngwengwe** such resources as the **Municipal Manager Mr S Mngwengwe** 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 Municipal Manager Mr S Mngwengwe timorously where the exercising of the powers will have amongst others
  - 11.1.1 a direct effect on the performance of any of the **Municipal Manager Mr S Mngwengwe**
  - 11.1.2 commit the **Municipal Manager Mr S Mngwengwe** to implement or to give effect to a decision made by the **Employer**; and
  - 11.1.3 a substantial financial effect on the Employer.
- 11.2 The **Employer** agrees to inform the **Municipal Manager Mr S Mngwengwe** of the outcome of any decisions taken pursuant to the exercise of powers contemplated in 10.1 as soon as is practicable to enable **Municipal Manager Mr S Mngwengwe** to take any necessary action without delay.

### 12. MANAGEMENT OF EVALUATION OUTCOMES

- 12.1 The evaluation of **Municipal Manager Mr S Mngwengwe** performance will form the basis for rewarding outstanding performance or correcting unacceptable performance.
  - 12.1.1 A performance bonus of between 5% to 14% of all-inclusive annual remuneration package may be paid to the **Municipal Manager** in recognition of outstanding performance to be constituted as follows:
  - 12.2.1 a score of 130% to 149% is awarded a performance bonus ranging from 5% to 9%; and
  - 12.2.2 a score of 150% and above is awarded a performance bonus ranging from 10% to 14%.
- the Municipal Manager Mr S Mngwengwe 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 Mkhambathini Municipality shall -
  - 12.4.1 provide systematic remedial or developmental support to assist the **Municipal Manager Mr S Mngwengwe** to improve his or her performance; and

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12.4.2 after appropriate performance counselling and having provided the necessary guidance and/ or support as well as reasonable time for improvement in performance, the Mkhambathini Municipality may consider steps to terminate the contract of employment of the Municipal Manager Mr S Mngwengwe 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 **Municipal Manager Mr S Mngwengwe** 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 **Municipal Manager Mr S Mngwengwe**; or
  - 13.1.2 any other person appointed by the MEC.
- 13.2 In the event that the mediation process contemplated above fails, clause 20.3 of the Contract of Employment shall apply.

### 13. GENERAL

- 14.1 The contents of this agreement and the outcome of any review conducted in terms of Annexure B may be made available to the public by the **Employer**.
- 14.2 Nothing in this agreement diminishes the obligations, duties or accountabilities of the **Municipal Manager Mr S Mngwengwe** in terms of his/ her contract of employment, or the effects of existing or new regulations, circulars, policies, directives or other instruments.

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SIGNED AT CAMPERDOWN ON THIS THE	11 DAY OF JULY	2023
AS WITNESSES:		
2.	MR N.W NTOMBELA THE MAYOR	
SIGNED AT CAMPERDOWN ON THIS THE _	11 DAY OF JULY	2023.
AS WITNESSES:		
1.	MR S MNGWENGWE MUNICIPAL MANAGER	



### PERFORMANCE DEVELOPMENT PLAN

Entered into by and between

### THE MKHAMBATHINI MUNICIPALITY AS REPRESENTED BY THE MAYOR

(Duly authorised by Council)

MR N.W NTOMBELA

**AND** 

MR S MNGWENGWE
MUNICIPAL MANAGER

["the Employee"]

01 July 2023 - 30 June 2024

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	Period Under Review
Surname	Mngwengwe
Name	Sanele
Municipality	Mkhambathini
Department	Municipal Manager
Race	AFRICAN
Gender	Male
Employee Number	
Date of Appointment	
Salary Package	

Performance Plan

Attached as Annexure C

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## Calculation On the Core Management Criteria (CMC)

CMC's are based on the eleven core competencies – even Manager should be assessed against all those CMC' that are applicable to his/her job. Compulsory CMC' for Managers are highlighted below (NOTE: Weights should be taken from the signed performance agreement for the year under

<ol> <li>Strategic Direction and Leadership</li> <li>People Management</li> <li>Programme and Project Management</li> <li>Financial Management</li> <li>Change Management</li> <li>Change Management</li> <li>Change Management</li> <li>Moral Competencies</li> <li>Planning and Organizing</li> </ol>	WEIGHT %	MILESTONES/COMM ENTS
<ul> <li>2. People Management</li> <li>3. Programme and Project Management</li> <li>4. Financial Management</li> <li>5. Change Management</li> <li>6. Governance Leadership</li> <li>7. Moral Competencies</li> <li>8. Planning and Organizing</li> </ul>	%	
<ul> <li>3. Programme and Project Management</li> <li>4. Financial Management</li> <li>5. Change Management</li> <li>6. Governance Leadership</li> <li>7. Moral Competencies</li> <li>8. Planning and Organizing</li> </ul>	0	
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<ul> <li>5. Change Management</li> <li>6. Governance Leadership</li> <li>7. Moral Competencies</li> <li>8. Planning and Organizing</li> </ul>	V	
6. Governance Leadership 7. Moral Competencies 8. Planning and Organizing	ē,	
6. Governance Leadership 7. Moral Competencies 8. Planning and Organizing	% N	
7. Moral Competencies 8. Planning and Organizing	% %	
8. Planning and Organizing		
	e N	
	% 01	
9. Analysis and Innovation	%	
10. Knowledge and Information Management		
11. Communication	IJ	
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12. I results alla Quality Focus	% M	

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# EVALUATION ON THE CORE OCCUPATIONAL COMPETENCY (COC)

COC's are based on the eleven core competences – every Manager should be assessed against all those COC's that are applicable to his/her job. (NOTE: Weight should be taken from the signed performance agreement for the year under review)

CORE MANAGERIAL COMPETENCIES (CMC)	√ (Indicate Choice)	WEIGHT %	MILESTONES/COMM ENTS
1. Competence in Self-Management		%	
2. Interpretation of and implementation within the legislative and national policy framework		% \%	
3. Knowledge of Performance Management and Reporting		% 02	
4. Knowledge of global of South African specific political, social and economic contexts		% 07	
5. Competence in policy conceptualization, analysis and implementation		% 0	
6. Knowledge of more than one functional municipal field/discipline		% 01	
7. Skills in Mediation		% N	
8. Skills in Governance		%	
Competence as required by other national line sector department		% O_	
10. Exceptional and dynamic creativity to improve the functioning of the municipality		% ()	
Total percentage		100%	

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TYPE OF INTERVENTION	
AREA TO BE DEVELOPED	

TARGET DATE

### PERSONAL DEVELOPMENT PLAN

### PERFORMANCE ASSESSMENT RATING

The Assessment Rating will be used to add the score and calculate a final KRA score (80%) and a final CMC and COC's score (20%).

The Table Below should be completed by the summarized total of each panel member (Note: Weight should be taken from the signed performance agreement for the year under review)

	KPA	WEIGHT	133	RATING
1.	Basic Service Delivery	10	%	
2.	Municipal Institutional Development and		%	
	Transformation	5		
3.	Local Economic Development	5	%	
4.	Municipal Financial Viability and		%	
	Management	10		
_			%	
5.	Good Governance and Public Participation	60		
6.	Cross Cutting Issues	10	%	
	Total		43	
	x 80%			

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Core Management Competencies	Weight	%	Rating
Strategic Capability & Leadership	20	%	
Programme & Project Management	5	%	
Financial Management (Compulsory)	15	%	
Change Management	5	%	
People Management	10	%	
Governance Leadership	5	%	
otal	4		
20%			
	Strategic Capability & Leadership  Programme & Project Management  Financial Management (Compulsory)  Change Management  People Management  Governance Leadership	Strategic Capability & Leadership  Programme & Project Management  Financial Management (Compulsory)  Change Management  People Management  Governance Leadership  Stal	Strategic Capability & Leadership  Programme & Project Management  Financial Management (Compulsory)  Change Management  Feople Management  Governance Leadership  Stal

Core Occupational Competencies	Weight		Rating		
Moral Competence	5	%			
2. Planning and Organizing	10	%			
Analysis and Innovation	5	%			
Knowledge and Innovation	5	%			
5. Communication	10	%			
6. Result and Quality Focus	5	%			
Total					
X 20%					

### Key Results

KEY PERFORMNACE AREA	(A) Sub-Total	(B) % Of Assessment		
KRA (Key Result Area)		80%		
CC (Conduct Criteria)		20%		
c) FINAL SCORE				
FINAL SCORE IN PERCENTAGE (C/5X100)				

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### AGREEMENT TO PERFORMANCE AND DEVELOPMENT PLAN

I agree with the objectives as set out in the above Performance and Development Plan and undertake to achieve the objectives as agreed on.
(All Maries
SIGNATURE:
Municipal Manager : Mr S Mngwengwe
Date: 11/07/2028
I undertake to support <b>Mr S Mngwengwe</b> ( <b>Municipal Manager</b> ) with the achievement of the above Performance and Development Plan
SIGNATURE: Constant
SIGNATURE:
Mayor N.W NTOMBELA
Date: 11 10712023
Date:

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	To the second			(POE)	Progress Report showing the % progress on site and expenditure to date, involces and Expenditure Report for MIC Protects	Progress Report showing fine % progress on site and expanditure to date, invoices and expenditure Report for Small Town	Progress Report showing the % progress on sile and expenditure to date, invoices and expenditure Report for integrated	Capy of Organisational structure and Council resolution	EPWP Projects List of beneficiaries	Reports on out of school youth frained through Skills development and training programmes	Schedule of ewerds and oppy of purchase order	Registers, minutes	Schedule of Bid Committee members and copy of appointment letters agined by the Municopi Manager with acceptance by members	Appointment letters and capy of Attendance registers for BAC	AFS and proof of receipt from the Office of the Auditor General	Risk register and workshop registers	Reviewed risk management strategy & Policy and Council resolution
No. of Street, or other Persons				MAHD INTERNALATION	1,2,3,4,5,6&7	en	12345.687	Institutional	Ward 1,2,3,4,5,6,7	Írstitusional	Ward 1,2,3,4,5,8,7	(nstitutional (open to all wards)	Irstitutional	institutional	Institutional	Institutional	Institutional
				1100 1000 1000 1000 1000 1000 1000 100	26	<u>8</u>	TBC	NA		<b>18</b> C	NA	82	NA	MA	N/A	NA	NA
			QUARTER 4	Taken 1	100%	100%	100%	30-Jun-24	900	NIA	0.	30-Jun-24	WA	14 days	NA	-	30-Jun-24
			GUARYER 3	Treat	75%	*81	1851	IWA	300	NA	ē.	NA	NIA	14 days	N/A	NJA	WA
VIII O			QUARTER 2	Tivet	%08	ý á	¥09	MA	8	NA	ā	NA	NA	14 days	NA	N/A	NA
			QUARTER 1	TARGET	%sz	Ŕ	*6	MA	000	-	10	NA	31-Jul-23	14 days	31-Aug-23	-	WA
			AN JAL TARGET	02312024	1001	É	4001	31-Jun-24	8			36-Jun-24	M-Jul-23	14 days	31-Aug-23		Poles 24
			BACKLOG	100	New	New	New	WA	5	ş	YO.	New	NA	NA	N/A	MA	ž.
23/2024	GER		BASELINE	rentina	Now	Hew	Nesse	36-Jun-23	98	*	8	New	31-40-22	14 days	3f.Aug.22		36-Jun-23
CARD FOR 20	ICIPAL MANA	3/2024	DEMAND		New	1	1	30-lun-23	8		2	1	31.Jul-23	14 days	31.Aug-22	-	30-Jun-23
ORGANISATIONAL SCORECARD FOR 2023/2024	OFFICE OF THE MUNICIPAL MANAGER	SDBIP 2023/2024	INDICATOR WITH DETAILED		Percentage of Municipal Infrastructure Grant speni	Percentage of Snall Town Rehabilitation Grant spent	Percentage of budget of the integrated Netional Electrification Programme spent	Dale of adopted reviewed organogram	Number of work opportunities created through EPWP (static uther Q1 recruitment. This must be 300 at all times)	Number of Reports on out of school youth development and trained	No. of bits above R30 000 awarded to BBBEE level 1 companies	Date of annual review of the youth development strategy/plan	Date of appointment of all Bid Committees	mberCycle of days of Appointments made after the EAC processes	Date of AFS submitted to Auditor General	No of risk management Workshops Conducted	Date of Risk Policy/Stralegy submitted lo council
			STRATEGY		Monitor the Spending of Municipal Infrastructure Grant Expenditure to achieve 100%	Monifor the Spending of Small Town Rehabilitation Grant Expenditure to achieve 100%	Percentage of budget of the integrated National Electrification Programme spent	Review of the municipal organizam D	Public Employment Programmes job opportunities created	Reporting on Skills development and training for out of school youth	Monitor the number of Award made to BBBEE feval 1 companies for bids monto than R30 000.	Youth Programmes implemented	Appointment of Bid Committees (BSC, BEC and BidC) in fine with Mulnicipal SCM Polity and regulations.	Appointment of Service providers within Nu 14 working days after the BAC meetings	Compilation and submission of the AFS to Auditor Ceneral	Finalise Risk Management Workshop	Submission of Risk Management Policy Da and Strategy
			IDP OBJECTIVE			To ensure the provision, upgrade and corrativetion of infrastructure and services that enhance socio economic development within the municipality		To ensure a functional organisational structure	To ensure skills development and training to improve access to proceedings to improve access to proceed and the first procedure for proceedings for procedure for the procedur	marginalized groups within the municipality	To Promote emerging Businesses	To promote the rights of vulnerable groups through various socio- economic development programmes	To ersure effective and efficient supply chain management system	« ;-	To ensure compitation of a credible C Annual Financial Statements		To implement and maintain effective enterprise risk management system
			SDBIP INDICATOR		BSD1.1	BSD1.2	BSD1.3	HIDT9.1	MIDT12.1	MIDT12.7	LED9.1	LED3.1	FIN9.1	FIN9.2	FIN3.1	691.1	9912
			IDP, BUDGET AND B28/C88 REF NUMBERS (ALIGNMENT)	B2B REF KO		B2B-5		928-5	B28_5		9000		828_4		B28_4		B2B_3
			IDP, BUDGET AND	IDP REF NO		BSD 1		MIDT	MID712		FB8	LED3	FINS		ENS		199
			NAME COLUMN AND ADDRESS AND ASS		GMA BYITITEANG BRUTJUSTEAS	REPUTER 2 - DR SERVICES A - DR	DUTCOME 6:	MILS SEELEN	PONSIVE, ACCOUNT.	OUTCOME 9: A REPOSEN	ECONTE EMEZ.  102: MITTER 3 -  103: MITTER 3 -  104: DECENT.  105: DECENT.  106: DECENT.  107: DECEN	BYCK LO BYS  INCTREAL  INCREAL  INCREA  INCR	TWOMVING GINNOS 1  AND WINDERSON TO CONTRACT IN THE CONTRACT I	OWIUS THEIGHTEI GMA IN THEIGHTEI GMA IN	NECESION STATEMENT		
			1		CE AREA:BASIC	ZEBAICE DETIAE KEA BEBLOBINDA	JANOITAN	юшнюми	NE CONT AN APPARENT OF	Na amenda in the last	DEMENT TON TECHNISH TON TECHNISH TECHNOWICE	PISEN FOCH		MARKITTY AND M	NO.		

Risk management	Audit Plan and Audit	Reports, Audit committee and MAACO minutes and	Council resolution and copy	Council resolution and copy	of audii charter  Mirutes and attendance	registers Minutes and attendance	Registers  Quarterly PMS Report and	Copy of signed agreements	for senior managers Performance appraisal	reports Mid Year performance report and proof of	submission Report and proof of	submission	Draft AR and Council Resolution	Oversight report and Minutes	Coloring	LOON CONTROL INCOME	Council resolution Minutes and registers	Minutes and attendance	e sales e constante e constant	Registers Registers Council Resolution and
Institutional	Irstilutional	Institutional	Institrtional	Institutional	Trishingona	Institutional	institutions	lookli ilooni	Institutional	Institutional	o di propina		Institutional	Institutional	heffulional		frestivational	Ward1,2,3,4,5,6,7		Ward 1-7
NA	NA	NA	*	ž	W	N.	NA N				2	NA	NVA		¥ ¥2					
-	30-Jun-24	-	30-Jun-24	30-Jun-24	-	-	-	WA	MA	NA	82		N/A	NA	NA	N.	-	٦	,	30-Jun-24
-	NA	-	NA	MA	-	NA	-	NIA	-	25-Jan-24	25-Jan-24		31-Jan-24	31-Mar-24	31-Mar-24	31-Mar-24	-	7.	-	. NA
-	NIA	-	ă	NA	-	-	-	WA	NVA	NA	NA		NA	NIA	NIA	NA	-	12		MA
-	NVA	-	NIA	NA	-	WA	-	va .	N/A	NA	NA		WA	MA	MA	NA NA	-	2		N/A
•	10-Jun-24	•	M-Jun-20	36.Jms.24	•			•		15-Jan 24	M-mc-85		31-Jan-24	31-lifar-24	31-48er-24	31-Mar-24		4		M. ton. 24
NIA	NIA	N/A	MA	IVA	NA	NA	NA	N/A	M	NA	NA	XIS	NA	NA	WA	NA	N/A	MA	NA	NA
•	30-Jun-23		30-lun-23	30-Jun-23		**		ч	-	25-lan-23	25-Jin-23		31-Jan-23	31-Mar-23	31-Mar-23	31-Mar-23		a	R	30-Jun-23
-	39-Jun-23		30-Jun-23	30-Jun-23			•	*	+	25-tin-23	26-Jan-23		31-280-23	31-Mar-23	31-Mar-23	31-Mar-23	•	2	n	12-un-te
	Date Internal Audit Plan approved by Audit Committee	Number of Internal Audit Progress Reports produced and submitted to MANNCO and Audit Committee	Date of approval of the internal Audit Charlot by Audit Committee	Date of approval and adoption of the Performance and Audit Committee charter by Council	Number of Auch Committee Meetings Held	Number Performance Audil Committee Meetings Held	Number of Performance Reports Submitted to Council	Number of Performance Agreements Signed	Number of Section 5456 employees appraisals conducted	Date of Mid Year Performance report submitted to Mayor, COGTA, Provincial and National Treesury	Date of Mid Year Performance report submitted to Mayor, COGTA, Provincial and National Treasury	Date Draft Annual Report tabled to	Council	Date of Oversight Committee (MPAC) Meehing	Date of Oversight report adoption by council	Date of Annual Report adoption by Council	Number of quarterly Municipal Public Accounts Committee Meetings Held	Number of ward committee meetings held	Number of Public Meetings hald	Date of adopting the reviewed Communication Strategy
risk committee meetings	Review and approve the internal audit plan	Implementation of the Internal Audit Plan	Review and submit internal audit charter to the audit committee for approval	Review and submit the Performance and Audit Committee charter	Coordinate and hold the Audi Committee Meekings	Coordinate and hold performance Audit Committee Meelings	Quarterly Performance Reports on Botheved and not achieved largets submitted to Council	Signing of annual performance agreements for Senior Managers	Conduct performance appraisals for Section 54/56	To ensure that the mid-year Performance Report is prepared and submitted	To ensure that the mid-year Budget Report is prepared and submitted	To prepare and table the draft Annual		meeting to consider the adoption of the annual report	Oversight Process Facilitated and Adopted	To finalise and adopt Annual Report	Coordinate Municipal Public Accounts Na Committee meetings	Coordinate the Ward Committee Numering in 7 wards	Coordinate the Public Meetings held	Strategy
	To provide reasonable assuance The advances of electrices of the advances of t										Ensure Functional Public Municipal Accounts Committee	To ensure continuous engagement with ward consiliuencies		To provide reasonable assurance on the abdiquery and effectiveness. Review of the Communications of Internal Control system.						
200	965.1	665.2	das.3	665.4	662.1	302.2	667.1	Q67.2	667.3	667.4	607.5	8.755		667.7	667.8	607.9	603.1	684.1	664.2	605,1
		B2B_3			B28_3						B2B_3	1					BZB_3	828 <sub>.3</sub>		HZB_3
		664			662						200						8003	199		909

BACK TO BASICS: PILLAR 1: PUTTING PEOPLE FIRST & PILLAR 3: GOOD GOVERNANCE

OUTCOME 9: A RESPONSIVE, ACCOUNTABLE, EFFECTIVE AND EFFICIENT LOCAL GOVERNMENT SYSTEM

DUTPUT 1. INFUEMBRIT A DIFFRENTIATED APPROACH TO MUNICIPAL FINANCING, PLANNING AND SUPPORT OUTPUT'S, DEEPEN DEMOCRACY THROUGH A RETHEED WARD COMMITTEE MODEL

Reports on Service provider performance		IDP Process plan and Council Resolution	Affendance registers and/or	Q3 Draft IDP and Council Resolution, Q4 Final IDP and Crumal Benefitics		
Institutional		Institutional	Institutional	Institutional		
NA		NA	NA	NIA		
-		NA		30 June 2024 (Final adoption)		
NA		NA	WA	31 March 2024 (Dreft 30 June 2024 (Final adoption)		
-		WA	-	NA		
NA		31-Aug-23	MA	NA		
~	\$	er-fav.	H	C3- 31 March 2024 (Draft adoption), C4-30 June 2024 (Final adoption)		
MA	470	1	MA	NA		
~	31-Aug-22		2	30-Jun-23		
	31.Aug.22		2			
Assess and Report on Surviva Provisers   Number of Reports on the assessment of service providers	Development and approval of the LIPP   Unite of aboption of the 7024/2005 IUPP   Buldge Phoases Plan		Number of IDP Representative Forum meanings	Date of adoption of the 2024/2025 (DP		
Assess and Report on Service Providers Performance	Development and approval of the IDP/ Is Budgel Process Plan	Coordinate the IDD Revenestration		Adoption and Implementation of the Integrated Development Plan (IDP) (locusing on delivery of 10 critical municipal services		
To ensure that services provided to the municipality by the service providers is of high quality		hen				
908.1	1,100	CC12		6613		
B2B_3	B2B_2	B28_2		B2B_2		
808			3			
	SISA& YRB/	AR 2 - DEUV		BACK TO BA		
	солевимеи	ENT LOCAL Mat		LE, EFFECTIVE A		