

NDLAMBE LOCAL MUNICIPALITY



**PERFORMANCE AGREEMENT AND PERFORMANCE PLAN
of
Director Corporate Services**

FINANCIAL YEAR: 1 JULY 2024 – 30 JUNE 2025

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PERFORMANCE AGREEMENT

MADE AND ENTERED INTO BY AND BETWEEN:

THE NDLAMBE LOCAL MUNICIPALITY,

AS REPRESENTED BY THE MUNICIPAL MANAGER,

AND

THE DIRECTOR: CORPORATE SERVICES

FOR THE

FINANCIAL YEAR: 01 JULY 2024 – 30 JUNE 2025

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PERFORMANCE AGREEMENT

ENTERED INTO BY AND BETWEEN:

The Ndlambe Local Municipality herein represented by **Adv. Rolly Dumezweni** in his capacity as Municipal Manager (hereinafter referred to as the **Employer**) **Ms Lazola Maneli-Payi**, **Director: Corporate Services** of the Ndlambe Local Municipality (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 Act 32 of 2000 ("the Systems 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, requires the parties to conclude an annual performance Agreement.
- 1.3 The parties wish to ensure that they are clear about the goals to be achieved, and secure the commitment of the **Employee** to a set of outcomes that will secure local government policy goals.
- 1.4 The parties wish to ensure that there is compliance with Sections 57(4A), 57(4B) and 57(5) of the Systems Act.

2. PURPOSE OF THIS AGREEMENT

The purpose of this Agreement is to –

- 2.1 comply with the provisions of Section 57(1) (b), (4A), (4B) and (5) of the Systems Act as well as the Contract of Employment entered into between the parties;
- 2.2 specify objectives and targets established for the **Employee** and to communicate to the **Employee** the **Employer's** expectations of the **Employee's** performance expectations and accountabilities;
- 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 **1ST July 2024** and will remain in force until **30th June 2025** whereafter 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 by 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 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 **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.

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5.3 The **Employer** will consult the **Employee** about the specific performance standards 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 the KPAs (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 Core Competency Requirements (CCRs) respectively.

6.2.2 Each area of assessment will be weighted and will contribute a specific part to the total score.

6.2.3 KPAs covering the main areas of work will account for 80% and CCRs will account for 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 KPA's, and will constitute 80% of the overall assessment result as per the weightings agreed to between the **Employer** and **Employee**:

Key Performance Areas (KPA's): 80%	Weighting
Basic Service Delivery and Infrastructure	14
Municipal Institutional Development and Transformation	45
Local Economic Development (LED)	10
Financial Viability and Management	9
Good Governance and Public Participation	22
Total	100%

6.4 The CCRs will make up the other 20% of the **Employee's** assessment score.

LEADING COMPETENCIES		WEIGHT
01	Strategic Direction and Leadership	8.37%
02	People Management	8.37%
03	Program and Project Management	8.37%
04	Financial Management	8.37%
05	Change Leadership	8.37%
06	Governance Leadership	8.37%
CORE COMPETENCIES		
07	Moral Competence	8.3%
08	Planning and Organising	8.3%

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09	Analysis and Innovation	8.3%
10	Knowledge and Information Management	8.3%
11	Communication	8.29%
12	Results and Quality Focus	8.29%
TOTAL		100
WEIGHT		20%

7. EVALUATING PERFORMANCE

7.1 The Performance stated in 4 (4.1) above shall be the basis for evaluating performance.

7.2 Despite the establishment of agreed 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 shall be measured in terms of contributions to the goals and strategies set out in the **Employer's** IDP.

7.5 The annual performance appraisal shall involve:

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

- (a) Each KPA shall be assessed according to the extent to which the specified standards or performance indicators have been met 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 6.5.3 below) must then be used to add the scores and calculate a final KPA score.

7.5.2 Assessment of the CCRs

- (a) Each CCR shall 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 CCR.
- (c) The applicable assessment rating calculator (refer to paragraph 7.5.3) must then be used to add the scores and calculate a final CCR score.

7.5.3 Overall rating

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

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

Level	Terminology	Description	Rating				
			1	2	3	4	5
5	Outstanding performance	Performance far exceeds the standard expected of an Employee at this level. The appraisal indicates that the Employee has achieved above fully effective results against all performance criteria and indicators as specified in the PA and Performance plan and maintained this in all areas of responsibility throughout the year.					
4	Performance significantly above expectations	Performance is significantly higher than the standard expected in the job. The appraisal indicates that the Employee has achieved above fully effective results against more than half of the performance criteria and indicators and fully achieved all others throughout the year.					
3	Fully effective	Performance fully meets the standards expected in all areas of the job. The appraisal indicates that the Employee has fully achieved effective results against all significant performance criteria and indicators as specified in the PA and Performance Plan.					
2	Not fully effective	Performance is below the standard required for the job in key areas. Performance meets some of the standards expected for the job. The review/assessment indicates that the Employee has achieved below fully effective results against more than half the key performance criteria and indicators as specified in the PA and Performance Plan.					
1	Unacceptable performance	Performance does not meet the standard expected for the job. The review/assessment indicates that the Employee has achieved below fully effective results against almost all of the performance criteria and indicators as specified in the PA and Performance Plan. The Employee has failed to demonstrate the commitment or ability to bring performance up to the level expected in the job despite management efforts to encourage improvement.					

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7.7 For purposes of evaluating the performance of the **Employee**, an evaluation panel constituted by the following persons will be established –

7.7.1 Municipal Manager

7.7.2 Chairperson of the Audit Committee;

7.7.3 Portfolio Councillor of Executive Committee or representative who is a portfolio councillor of Executive Committee

7.7.4 Municipal Manager of another local municipality

The Manager: Human Resources shall provide secretarial services to the assessment team referred to above and Internal Audit and PMS serve as resource personnel.

8. SCHEDULE FOR PERFORMANCE REVIEWS

8.1 The performance of each **Employee** 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:

First quarter (Municipal Manager and Director) :	July – September 2024
Second quarter (Full Panel) :	October – December 2024
Third quarter (Municipal Manager and Director) :	January – March 2025
Fourth quarter (Full Panel) :	April – June 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 developmental 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** delegate such powers reasonably required by the **Employee** to enable him/ her to meet the performance objectives and targets established in terms of this Agreement; and
- 10.1.5 make available to the **Employee** such resources as the **Employee** may reasonably require from time to time to assist him/ her to meet the performance objectives and targets established in terms of this Agreement.

11. CONSULTATION

- 11.1 The **Employer** agrees to consult the **Employee** timeously where the exercising of the powers will have amongst others –
 - 11.1.1 a direct effect on the performance of any of the **Employee's** functions;
 - 11.1.2 commit the **Employee** 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 **Employee** of the outcome of any decisions taken pursuant to the exercise of powers contemplated in 11.1 as soon as is practicable to enable the **Employee** to take any necessary action without delay.

12. MANAGEMENT OF EVALUATION OUTCOMES

- 12.1 The evaluation of the **Employee's** performance will form the basis for rewarding outstanding performance or correcting unacceptable performance.
- 12.2 A performance bonus of 5% to 14% of the inclusive annual remuneration package may be paid to the **Employee** in recognition of outstanding performance. . In determining the performance bonus the relevant percentage is based on the overall rating, calculated by using the applicable assessment rating calculator; provided that-
 - 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 10% to 14%
- 12.3 The **Employee** will be eligible for progression to the next higher remuneration package, within the relevant remuneration band, after completion of at least twelve months (12) service at the current remuneration package on 30 June (end of financial year) subject to a fully effective assessment.
- 12.4 In the case of unacceptable performance, the **Employer** shall –
 - 12.4.1 provide systematic remedial or developmental support to assist the **Employee** 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 **Employer** may consider steps to terminate the contract of employment of the **Employee** on grounds of unfitness or incapacity to carry out his or her duties.

PERFORMANCE PLAN

1. PURPOSE

The Performance Plan defines the Council's expectations of the Director's Performance Agreement and Section 57 (5) of the Municipal Systems Act, which provides that performance objectives and targets shall be based on the Key Performance Areas and Indicators as set in the Ndlambe Local Municipality Integrated Development Plan (IDP) and as reviewed annually.

2. KEY RESPONSIBILITIES

The following objectives of local government will inform the Municipal Manager's performance against set performance indicators

- a. Provide democratic and accountable government for local communities
- b. Ensure the provision of services to communities in a sustainable manner
- c. Promote social and economic development
- d. Promote a safe and healthy environment
- e. Encourage the involvement of communities and community-based organisations in matters of local government

3. KEY PERFORMANCE AREAS

The following Key Performance Areas (KPA's) as outlined in the Local Government: Municipal Performance Regulations for Municipal Managers and Managers Directly Accountable to Municipal Managers, 2006, inform the strategic objectives in the table below:

- a. Spatial Planning
- b. Basic Service Delivery
- c. Municipal Institutional Development and Transformation
- d. Local Economic Development
- e. Municipal Financial Viability and Management
- f. Good Governance and Public Participation

Details of the Performance Plan are contained in Annexure A of this contract.

4. DISPUTE RESOLUTION

- 4.1 Any disputes about the nature of the employee's performance agreement, whether it relates to key responsibilities, priorities, methods of assessment and/ or salary increment in the agreement, must be mediated by the MEC responsible for Local Government in the Province of the Eastern Cape within thirty (30) days

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of receipt of a formal dispute from the employee, whose decision shall be final and binding on both parties.

4.2 Any disputes about the outcome of the employee's performance evaluation, must be mediated by the MEC responsible for Local Government in the Province of the Eastern Cape, within thirty (30) days of receipt of a formal dispute from the employee, whose decision shall be final and binding on both parties.

5. GENERAL

5.1 The contents of this agreement and the outcome of any review conducted in terms of Annexure A may be made available to the public by the **Employer**.

5.2 Nothing in this agreement diminishes the obligations, duties or accountabilities of the **Employee** in terms of his/ her contract of employment, or the effects of existing or new regulations, circulars, policies, directives or other instruments.

Thus done and signed at Port Alfred on this the 23 day of July 2024.

AS WITNESSES:

1. [Signature]

[Signature]
EMPLOYEE

2. [Signature]

Thus done and signed at Port Alfred on this the 23 day of July 2024.

1. [Signature]

[Signature]
MUNICIPAL MANAGER

2. [Signature]

ANNEXURE A

PERFORMANCE PLAN

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**NDLAMBE LOCAL MUNICIPALITY
DIRECTOR CORPORATE SERVICES: SCORECARD
2024/2025 FINANCIAL YEAR**

Department	Key Performance Area	Strategic Objective	Code	Key Performance Indicator (KPI)	Weighting	Baseline 2023/2024 (estimated)	Annual Targets				Means of Verification
							2024/2025	Quarter 1	Quarter 2	Quarter 3	
Corporate Services	KPA 3: Municipal Transformation and Institutional Development	1.1. Improve the governance of the Municipality	3_1_1_1_25	25. Staff Vacancy Rate	4,00%	7,20%	10%	N/A	N/A	10%	Lead Schedule Positions advertised. Appointment letters issued. Calculation of the staff vacancy rate. Approved Institutional Organogram
Corporate Services	KPA 3: Municipal Transformation and Institutional Development	1.4. Create a comfortable remote working environment and develop new economy skills	3_1_1_4_27	27. The percentage of municipality's (Corporate Services) budget (OPEX) actually spent on implementing its workplace skills plan	3,00%	0,08%	0,166%	N/A	0,166%	0,166%	Lead Schedule Municipal Budget Training Report Expenditure Report from Finance
Corporate Services	KPA 3: Municipal Transformation and Institutional Development	1.1. Improve the governance of the Municipality	3_1_1_1_28	28. Number of NLM Organograms updated	1,00%	1	1	N/A	N/A	N/A	Lead Schedule NLM Organogram Council Resolution
Corporate Services	KPA 6: Good Governance and Public Participation	1.1. Improve the governance of the Municipality	6_1_1_1_46	46. Percentage of councillors who have declared their financial interests	1,00%	100%	100%	100%	N/A	N/A	Lead Schedule Completed and signed Declaration forms
Corporate Services	KPA 2: Basic Service Delivery	1.3. Develop state-of-the-art innovative physical and technological infrastructure	2_1_1_3_155	155. Number of planned maintenance repairs conducted on municipal buildings	4,00%	38	16	N/A	8	2	Lead Schedule Maintenance Reports, Job Cards
Corporate Services	KPA 2: Basic Service Delivery	2.1. Provide sustainable, efficient, cost effective, adequate and affordable services to all our citizens	2_2_2_1_156	156. Number of new members joining the library	3,00%	1237	1000	N/A	500	500	Lead Schedule Library Membership, Application Forms
Corporate Services	KPA 2: Basic Service Delivery	2.1. Provide sustainable, efficient, cost effective, adequate and affordable services to all our citizens	2_2_2_1_158	158. Number of schools assisted	5,00%	15	7	2	2	1	Lead Schedule Reports (including supporting documents such as Payment Requisitions Proof of Delivery to schools, Request letters, Attendance Registers, Minutes, etc.)
Corporate Services	KPA 2: Basic Service Delivery	2.1. Provide sustainable, efficient, cost effective, adequate and affordable services to all our citizens	2_2_2_1_159	159. Number of business plans submitted to other spheres of government and/ or private entities for service delivery projects	2,00%	1	1 (DSRA C)	1 (DSRAC)	N/A	N/A	Lead Schedule Copy of Business Plans, Proof of Submission (Emails/ Confirmation of Receipt)
Corporate Services	KPA 3: Municipal Transformation and Institutional Development	1.1. Improve the governance of the Municipality	3_1_1_1_160	160. Turnaround time to inform Departments of a vacancy	2,00%	New Indicator	30 days	30 days	30 days	30 days	Lead Schedule Letter to the Department
Corporate Services	KPA 3: Municipal Transformation and Institutional Development	1.1. Improve the governance of the Municipality	3_1_1_1_161	161. Percentage of official complaints re-directed to the relevant department through the municipal complaint management system	2,00%	New Indicator	100%	100%	100%	100%	Lead Schedule Complaints Register, Email and WhatsApp Complaints Screenshots, Proof of Submission to other department.

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Corporate Services	KPA 3: Municipal Transformation and Institutional Development	1.1. Improve the governance of the Municipality	3_1_1_1_162	162. Turnaround time for conducting follow ups by Corporate Services on each complaint directed to the relevant department through the municipal complaint management system	3.00%	New Indicator	5 Days	5 Days	5 Days	5 Days	5 Days	Lead Schedule Email to the relevant departments (1. Informing Departments; 2. Follow-up)
Corporate Services	KPA 3: Municipal Transformation and Institutional Development	1.1. Improve the governance of the Municipality	3_1_1_1_163	163. Percentage of vacant posts filled within 3 months (internal positions)	4.00%	51%	60%	60%	60%	60%	60%	Lead Schedule Proof of Request from Department, Positions advertised, Appointment letters issued
Corporate Services	KPA 3: Municipal Transformation and Institutional Development	1.4. Create a comfortable remote working environment and develop new economy skills	3_1_1_4_164	164. Percentage of municipal officials trained	4.00%	14%	5%	N/A	N/A	N/A	5%	Lead Schedule EXCO Reports
Corporate Services	KPA 3: Municipal Transformation and Institutional Development	1.1. Improve the governance of the Municipality	3_1_1_1_165	165. Number of HR policies reviewed	3.00%	7.00	6	2	1	1	1	Lead Schedule Council Resolutions
Corporate Services	KPA 3: Municipal Transformation and Institutional Development	1.4. Create a comfortable remote working environment and develop new economy skills	3_1_1_1_166	166. Number of Workplace Skills Plan submitted to LGSETA by 30 April	2.00%	1.00	1	N/A	N/A	N/A	1	Lead Schedule Proof of submission from LGSETA
Corporate Services	KPA 3: Municipal Transformation and Institutional Development	1.4. Create a comfortable remote working environment and develop new economy skills	3_1_1_1_167	167. Number of staff skills audit conducted	1.00%	New Indicator	1 Final Staff Skills Audit Report	N/A	N/A	N/A	1 (Final Staff Skills Audit Report)	Lead Schedule Final Staff Skills Audit Report
Corporate Services	KPA 3: Municipal Transformation and Institutional Development	1.1. Improve the governance of the Municipality	3_1_1_1_168	168. Number of Local Labour Forums held as per the approved schedule of meetings	2.00%	New Indicator	4	1	1	1	1	Lead Schedule Attendance Registers Agendas Minutes of meetings Memorandum of Agreement
Corporate Services	KPA 3: Municipal Transformation and Institutional Development	1.1. Improve the governance of the Municipality	3_1_1_1_169	169. Number of informal meetings with organised labour	2.00%	New Indicator	4	1	1	1	1	Lead Schedule Attendance Registers
Corporate Services	KPA 3: Municipal Transformation and Institutional Development	1.1. Improve the governance of the Municipality	3_1_1_1_170	170. Number of meetings held with Corporate Services' management team whereby departmental issues/ matters are discussed	2.00%	18.00	12	3	3	3	3	Lead Schedule Agendas Attendance Registers Minutes of meeting
Corporate Services	KPA 3: Municipal Transformation and Institutional Development	1.1. Improve the governance of the Municipality	3_1_1_1_171	171. Number of wellness programmes or interventions undertaken by the municipality	4.00%	9.00	8	2	2	2	2	Lead Schedule Attendance Registers Report
Corporate Services	KPA 3: Municipal Transformation and Institutional Development	1.1. Improve the governance of the Municipality	3_1_1_1_172	172. Number of findings raised by the AG in terms of insufficient records/evidence (Corp)	2.00%	0.00	0	N/A	N/A	0	N/A	Lead Schedule Management Report from the AG
Corporate Services	KPA 3: Municipal Transformation and Institutional Development	1.1. Improve the governance of the Municipality	3_1_1_1_173	173. Number of benchmarking reports produced on the effectiveness of permanent senior managers	2.00%	New Indicator	1	N/A	N/A	N/A	1	Lead Schedule Benchmarking Report
Corporate Services	KPA 3: Municipal Transformation and Institutional Development	1.1. Improve the governance of the Municipality	3_1_1_1_174	174. Number of work study reports developed	2.00%	New Indicator	1	N/A	N/A	N/A	1	Lead Schedule Work Study Report
Corporate Services	KPA 4: Local Economic Development	1.5. Develop a vibrant rapidly growing employment generating economy based on tourism, agriculture, ocean resources and new digital technologies	4_1_1_5_175	175. Number of jobs created in line with EPWP policy (Corp)	3.00%	21.00	15	2	10	2	1	Lead Schedule EPWP Report (including supporting documents such as Employment contracts, Time Sheets, etc.)

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Corporate Services	KPA 4: Local Economic Development	1.4. Create a comfortable remote working environment and develop new economy skills	4_1_1_4_176	176. Number of Learnerships awarded	3,00%	117,00	4	N/A	N/A	2	2	Lead Schedule Signed agreements per learner
Corporate Services	KPA 4: Local Economic Development	1.4. Create a comfortable remote working environment and develop new economy skills	4_1_1_4_177	177. Number of external bursaries awarded	4,00%	45,00	40	N/A	N/A	40	N/A	Lead Schedule Requisitions Proof of payments Letters to the recipients Bursary Recipient Schedule
Corporate Services	KPA 5: Financial Viability and Management	1.2. Improve financial viability of the municipality	5_1_1_2_178	178. Percentage reduction in irregular expenditure in comparison to prior years	2,00%	New Indicator	25%	25%	25%	25%	25%	Lead Schedule Irregular Expenditure Report
Corporate Services	KPA 5: Financial Viability and Management	1.2. Improve financial viability of the municipality	5_1_1_2_179	179. Percentage of Repairs and Maintenance budget spent (Infrastructure)	2,00%	New Indicator	80,00%	20%	40%	60%	80,00%	Lead Schedule Monthly budget actuals for expenditure, Section 71 Repo
Corporate Services	KPA 5: Financial Viability and Management	1.2. Improve financial viability of the municipality	5_1_1_2_180	180. Percentage spent on approved budget (Corp)	2,00%	96%	80%	N/A	N/A	80%	80%	Lead Schedule Monthly budget actuals
Corporate Services	KPA 5: Financial Viability and Management	1.2. Improve financial viability of the municipality	5_1_1_2_181	181. Turnaround time to submit signed/authorised invoices to Finance for payment (Corp)	2,00%	1 Day	10 days	10 days	10 days	10 days	10 days	Lead Schedule Signed invoices, Proof of submission
Corporate Services	KPA 5: Financial Viability and Management	1.2. Improve financial viability of the municipality	5_1_1_2_182	182. Compliant Corporate Services budget adjustment submitted to Finance in terms of all legislated requirements	1,00%	0,00	1 (By end January)	N/A	N/A	1	N/A	Lead Schedule Adjustment budget submission
Corporate Services	KPA 6: Good Governance and Public Participation	1.1 Improve the governance of the Municipality	6_1_1_1_183	183. Percentage of disciplinary actions carried out on matters reported to HRM	3,00%	100%	100%	100%	100%	100%	100%	Lead Schedule Request & report from Directorates, Letters of appointment for Presiding Officers & Prosecutors.
Corporate Services	KPA 6: Good Governance and Public Participation	1.1 Improve the governance of the Municipality	6_1_1_1_184	184. Percentage progress in digitalization of employee records	3,00%	New Indicator	30%	5% (Initiating engagements with Ovic on the process)	5% (Loading of employee records)	10% (Loading of employee records)	10%	Lead Schedule Print Screenshot
Corporate Services	KPA 6: Good Governance and Public Participation	1.1 Improve the governance of the Municipality	6_1_1_1_185	185. Number of Ward Committee Action Plans developed	2,00%	New Indicator	10	10	N/A	N/A	N/A	Lead Schedule Ward Committee Resolution Matrix
Corporate Services	KPA 6: Good Governance and Public Participation	1.1 Improve the governance of the Municipality	6_1_1_1_186	186. Number of Council meetings held (in a financial year)	4,00%	12	4	1	1	1	1	Lead Schedule Agenda, Minutes of Meetings, Attendance Registers, Communication from the Speaker
Corporate Services	KPA 6: Good Governance and Public Participation	1.1 Improve the governance of the Municipality	6_1_1_1_187	187. Number of files Disposed to the Provincial Archives repository	2,00%	New Indicator	100	N/A	N/A	50	50	Lead Schedule Memorandum to DSRAC
Corporate Services	KPA 6: Good Governance and Public Participation	1.1 Improve the governance of the Municipality	6_1_1_1_188	188. Number of files transferred to the Provincial Archives repository	2,00%	New Indicator	100	N/A	N/A	50	50	Lead Schedule Memorandum to DSRAC
Corporate Services	KPA 6: Good Governance and Public Participation	2.4 Mainstream vulnerable groups into our growing society	6_2_2_4_189	189. Number of assessments conducted to determine suitability/ accessibility of municipal buildings to accommodate elderly and persons with disabilities	1,00%	New Indicator	1	1	N/A	N/A	N/A	Lead Schedule Assessment Report

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ANNEXURE B
PERSONAL DEVELOPMENT PLAN

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*TOPIC	SKILL REQUIRED / PERFORMANCE GAP	OUTCOME EXPECTED (WHAT WILL I ACHIEVE)	STATUS	*COMPLETION DATE (DEADLINE)	PRIORITY	NAME OF MANAGER	MODE OF DELIVERY	SUGGESTED TRAINING/LEARNING	SUGGESTED TIME FRAME	WORK OPPORTUNITY CREATED TO PRACTICE SKILL/DEVELOPMENT AREA	SUPPORT PERSON	COMPETENCY
Project management	Project manager	Implement, coordinate and evaluate project within corporate services	Ongoing	To be complete by March 2025	Normal	Adv. Rolly Dumezweni	Self-study	Training on Project management by Rhodes or any other recognised institution	3-6 months	Increase capacity of management projects in an adequate manner	MM and service provider	Project management
Financial management for non-finance manager	Financial management	To be able to facilitate budget process and monitor spending trends	Ongoing	To be complete by February 2025	High	Adv. Rolly Dumezweni	Self-study	Short course	5 days a month	Accurate budgeting for the department	MM and service provider	Financial management
Human Resource Development	Human resource	Enable me to pursue the passion of adding value to Ndlabambe municipality	3 to 2 yrs	To be completed by 2025	High	Adv. Rolly Dumezweni	Self-study	Masters programme of labour law / human resources masters / honours programme (Unisa/NMU)	2 years theory	Make difference / positive impact to the municipality	MM and Institution of higher learning	Human resource
Policy / by-laws development	Policy development	To be able to develop policies and by-laws in line with relevant legislation	Ongoing	To be completed by April 2026	Medium	Adv. Rolly Dumezweni	Self-study	Training / workshop on policy development	5 days to 1 year between any reasonable time	Review and develop institutional policies for implementation	MM and service provider	Development of policy
Counselling expertise	Counselling	Control emotions of employees	Ongoing	To be completed by July 2026	high	Adv. Rolly Dumezweni	Self-study	Counselling	3 months - 1 year	Provide employee wellness to employee where necessary	MM and service provider	Counselling
Human Resources and Policy development	Human resource	Revising new understanding and updates on HR	Ongoing	To be completed by 2027	High	Adv. Rolly Dumezweni	Self-study	HR degree	3yrs	Improve on new mechanisms	MM and the Institution of high learning	Human resource


Ms L. Maneli-Payi

Director: Corporate Services



Adv. R. Dumezweni
Municipal Manager



A.M.

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L.M.P.

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