

PERFORMANCE AGREEMENT

MADE AND ENTERED INTO BY AND BETWEEN:

**THE uMGUNGUNDLOVU DISTRICT MUNICIPALITY AS REPRESENTED BY THE
ACTING MUNICIPAL MANAGER**

**DR EX MUTHWA
(THE EMPLOYER)**

AND

EXECUTIVE MANAGER: ECONOMIC DEVELOPMENT AND PLANNING

**MR MBONGISENI JAMES SITHOLE
(THE EMPLOYEE)**

FOR THE

FINANCIAL YEAR: 01 JULY 2023 – 30 JUNE 2024

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D.K. P.L.
M.M. Y.P. MJS*

PERFORMANCE AGREEMENT

ENTERED INTO AND BETWEEN:

The uMgungundlovu District Municipality herein represented by Dr EX Muthwa in her capacity as the Acting Municipal Manager (hereinafter referred to as the Employer)

And,

Mr. Mbongiseni James Sithole in his capacity as EXECUTIVE MANAGER: ECONOMIC DEVELOPMENT AND PLANNING of the uMgungundlovu District 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 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 Municipal Systems Act.

2. PURPOSE OF THIS AGREEMENT

The Purpose of this Agreement is to -

- 2.1 Comply with the provisions of Section 57(1)(b),4(A),(4B) and (5)of the Systems Acts as well as the Contract of Employment entered into between the parties;

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- 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
- 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.

3. COMMENCEMENT AND DURATION

- 3.1 This Agreement will commence on 01 July 2023 and will remain in force until 30 June 2024 where after a new Performance Agreement, Performance Plan and Personal Development Plan shall be concluded between the parties for the next financial year or any portion thereof.
- 3.2 The parties will review the provisions of this Agreement. 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 should no new agreement be concluded for whatever reason, notwithstanding 3.1, the provisions of the Agreement shall continue in force until termination of the Employment Contract.
- 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.

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4. PERFORMANCE OBJECTIVES

4.1 The Employee Performance Plan 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 the performance plan 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

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.

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

6.2.2 A weighting for the KPA's that cover the main areas of work will account for 80% of the final assessment and CF will account for 20% of the final assessment.

6.3 The Employee's assessment will be based on her performance in terms of the outputs / outcomes (performance indicators) identified as per attached Performance Plan which are linked to some or all of the following KPA's, and will constitute 80% of the overall assessment result as per the weightings agreed to between the Employer and Employee.

KEY PERFORMANCE AREAS (KPA'S)	WEIGHTING
Basic Service Delivery	10%
Local Economic development and Social Development	40%
Institutional Transformation and Development	10%
Municipal Financial Viability and Management	10%
Good Governance and Public Participation	20%
Cross Cutting Interventions	10%
Total	100%

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6.4 The Competency Framework (CF) will make the other 20% of the Employee's assessment score. The CF as contained in the Local Government: Regulations on Appointment and Conditions of Employment of Senior Managers must be used for this purpose. The said Regulations state that there is no hierarchical 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.

6.5 Competency framework structure

The competencies that appear in the competency framework are detailed below.

Leading Competencies	Description	Weighting
Strategic direction and Leadership	<ul style="list-style-type: none"> • Impact and Influence • Institutional Performance Management • Strategic Planning and Management • Organizational Awareness 	10%
People Management	<ul style="list-style-type: none"> • Human Capital Planning and Development • Diversity Management • Employee Relations Management • Negotiation and Dispute Management 	10%
Program and Project Management	<ul style="list-style-type: none"> • Program and Project Planning and Implementation • Service Delivery Management 	10%
Financial Management	<ul style="list-style-type: none"> • Budget Planning and Execution • Financial Strategy and Delivery • Financial Reporting and Monitoring 	10%
Change Leadership	<ul style="list-style-type: none"> • Change Vision and Strategy • Process Design and Improvement • Change Impact Monitoring and Evaluation 	10%
Governance Leadership	<ul style="list-style-type: none"> • Policy Formulation • Risk and Compliance Management • Cooperative Governance 	10%
CORE COMPETENCIES		WEIGHTING
Moral competencies		10%
Planning and organizing		10%
Analysis and innovation		5%
Knowledge and Information Management		5%
Communication		5%

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Results and Quality Focus	5%
TOTAL	100%

7. EVALUATING PERFORMANCE

7.1 The Performance Plan 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.

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 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 must then be used to add the scores and calculate a final KPA score.

7.5.2 Assessment of competency levels

(a) Each leading and core competency contained in the Competency Framework must 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 competency.

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- (c) The applicable assessment rating calculator must then be used to add the scores and calculate a final CF score.

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:

LEVEL	TERMINOLOGY	DESCRIPTION	RATING
5	Outstanding Performance	Performance far exceeds the standard expected of an employee at this level. The appraisal indicate that the Employee has achieved above fully effective results against all performance criteria and indicators as specified in the Performance Agreement and Performance Plan and maintained this in all areas of responsibility throughout the year.	
4	Performance significantly above expectations	Performance is significantly higher than the standard expected in the job. The appraisal indicates that the Employee has achieved above fully effective results against more than half of the performance criteria and indicators and fully achieved all others throughout the year.	
3	Fully effective	Performance fully meets the standards expected in all areas of the job. The appraisal indicates that the Employee has fully achieved effective results against all significant performance criteria and indicators as specified in the Performance Agreement and Performance Plan.	
2	Not fully effective	Performance is below the standard required for the job in key areas. Performance meets some of the standards expected for the job. The review / assessment indicate that the employee has achieved below fully effective results	

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LEVEL	TERMINOLOGY	DESCRIPTION	RATING
		against more than half the key performance criteria and indicators as specified in the Performance Agreement and Performance Plan.	
1	Unacceptable Performance	Performance does not meet the standard expected for the job. The review / assessment indicates that the employee has achieved below fully effective results against almost all of the performance criteria and indicators as specified in the Performance Agreement and Performance Plan .The employee has failed to demonstrate the commitment or ability to bring performance up to the level expected in the job despite management efforts to encourage improvement.	

The achievement levels indicated in the table below serve as a benchmark for assessing leading and core competencies:

Achievement Levels	Description
Basic (rating = 1 – 2)	Applies basic concepts, methods, and understanding of local government operations, but requires supervision and development intervention
Competent (rating = 3)	Develops and applies more progressive concepts, methods and understanding. Plans and guides the work of others and executes progressive analyses
Advanced (rating = 4)	Develops and applies complex concepts, methods and understanding. Effectively directs and leads a group and executes in-depth analyses
Superior (rating = 5)	Has a comprehensive understanding of local government operations, critical in shaping strategic direction and change, develops and applies comprehensive concepts and methods

7.7 For purpose of evaluating the performance of the Municipal Manager (*Section 54A employees*); an evaluation panel constituted by the following persons will be established-

7.7.1 Mayor;

7.7.2 Chairperson of the Audit Committee;

7.7.3 Member of the Executive Committee; and

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7.7.4 Mayor from another Municipality.

7.8 For purpose of evaluating the performance of the Executive Managers (Heads of Department – *Section 56 employees*), an evaluation panel constituted by the following persons will be established-

7.8.1 Municipal Manager;

7.8.2 Member of the Audit Committee;

7.8.3 Member of the Executive Committee; and

7.8.4 Municipal Manager from another Municipality.

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:

1st Quarter assessments (Jul –Sept) - (Verbal)

2nd Quarter assessments (Oct – Dec) – (Recorded)

3rd Quarter assessments (Jan –Mar) – (Verbal)

4th Quarter assessments (Apr – Jun) – (Recorded)

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 the employee's performance plan from time to time for operational reasons. The Employee will be fully consulted before any such change is made.

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8.5 The Employer may amend the provisions of the employee's performance plan 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 to the Performance Agreement.

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/ her 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 assisting 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-

- 1.1.1 A direct effect on the performance of any of the Employee's functions;

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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 A performance bonus of 5% to 14% of inclusive annual remuneration package may be paid to the Employee in recognition of outstanding performance.

12.3 The Employee will be eligible for progression to the next higher remuneration package, within the relevant remuneration band, after completion of at least twelve (12) months service on the current remuneration package by 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 of development support to assist the Employee to improve his or her performance; and

12.4.2. 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 or her duties.

13. Recognition for Performance of Additional Task

Over and above KPA's where performance will be measured against performance plan entries in Annexure A, recognition may be given for the performance of additional tasks, and reward will in addition be measured in terms of contributions to the goals and strategies set out in the Employer's Integrated Development Plan.

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14. Performance Reporting Deadlines

Departmental performance reports are due on the 5th day after the end of the quarter. The employee must ensure the completeness of the performance report and ensure that portfolio of evidence in support of the performance information reported is submitted.

15. DISPUTE RESOLUTION

15.1 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 –

15.1.1 The MEC for Local Government and the Province within thirty (30) days of receipt of a formal dispute from the Employee; or

15.1.2 Any other person appointed by the MEC.

15.1.3 In the event that the mediation process contemplated above fails, clause 15 of the Contract of Employment shall apply.

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16. GENERAL

16.1 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.

16.2 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 Pietermaritzburg on ____31st____ of July 2023

AS WITNESSES:

1. 

2. 


EMPLOYEE

AS WITNESSES:

1. 

2. 


EMPLOYER

ECONOMIC DEVELOPMENT AND PLANNING EMPLOYEE PERFORMANCE PLAN FOR 2023/24 FINANCIAL YEAR

B2B Pillar	STRATEGIC OBJECTIVE	PROJECT NAME	KEY PERFORMANCE INDICATOR	UNIT OF MEASURE	BASELINE	ANNUAL TARGET (2023/2024)	QUARTER 1 (July - Sept)	QUARTER 2 (Oct - Dec)	QUARTER 3 (Jan - Mar)	QUARTER 4 (Apr - June)	ANNUAL BUDGET	MEANS OF VERIFICATION/SPOE	
MKPA 1: Basic Service Delivery	To harness the potential of young people to enable them to play a meaningful full role in the society	Youth Month Celebration	Number of Youth summits hosted	Number	1	1 Youth Summit hosted by 30 June 2024	N/A	N/A	N/A	1	R300 000,00	Attendance register, training programs and report	
		Operational Joint Municipal Planning Tribunal	Number of Meetings of Operational (JMPT) Joint Municipal Planning Tribunal Committee as per Spatial Planning Land Use Management Act	Number	0	8 x Meetings of Operational (JMPT) Joint Municipal Planning Tribunal Committee as per Spatial Planning Land Use Management Act by 30 June 2024	2x Meetings of Operational (JMPT) Joint Municipal Planning Tribunal Committee as per Spatial Planning Land Use Management Act	2 x Meetings of Operational (JMPT) Joint Municipal Planning Tribunal Committee as per Spatial Planning Land Use Management Act	2 x Meetings of Operational (JMPT) Joint Municipal Planning Tribunal Committee as per Spatial Planning Land Use Management Act	2 x Meetings of Operational (JMPT) Joint Municipal Planning Tribunal Committee as per Spatial Planning Land Use Management Act	2 x Meetings of Operational (JMPT) Joint Municipal Planning Tribunal Committee as per Spatial Planning Land Use Management Act	R300 000	Attendance Registers, and / or resolutions of the JMPT
MKPA 2: Local Economic Development and Social Development	To ensure sustainable and coordinated development throughout the UMDM	Review and update of Environmental Management Framework as per section 5 of National Environmental Management Act	EMF Decision Support Tool updated and reviewed	Reviewed EMF Decision support Tool	N/A	1 x BSC Approved Tender Document to update and review EMF-DST	1 x BSC Approved Tender Document to update and review EMF-DST	Services Provider appointed for the review of the EMF Decision Support Tool	N/A	Reviewed EMF (Environmental Management Framework) Decision Support Tool	R600 000,00	Quarterly progress reports	
		GIS Shared Services Support	Number of Monthly reports on GIS Shared Services Support submitted to EDP Committee	Number	12	12x Monthly reports on GIS Shared Services Support submitted to EDP Committee by 30 June 2024	3 x monthly reports to EDP Committee	3 x monthly reports to EDP Committee	3 x monthly reports to EDP Committee	3 x monthly reports to EDP Committee	3 x monthly reports to EDP Committee	N/A	Monthly reports and EDP Committee ruling & approvals
		GIS Software Maintenance Renewal	Number of Software License Renewal to GIS Software Provider	Number and Annual License Renewal	1	1x Annual Software License Renewal by 31 December 2023	Review of GIS Business and User Software Needs and confirmation accordingly with Software Vendor	1x Annual Software License Renewal	N/A	N/A	N/A	R 250,000,00	Master License Renewal and Procurement Confirmations
		Hardware Renewals	Number of Specialized GIS Hardware to replace redundant/broken/end of life/discontinued unsupported Operational Items acquisitioned	Number	2	5 Specialized GIS Hardware to replace redundant/broken/end of life/discontinued unsupported Operational Items acquisitioned by 31 December 2023	1x Acquisition of Workstation Laptops (2) Workstation Desktop (1) (1)	1x Acquisition of Colour A3 Printer (1), AO AI in 1 (1)	N/A	N/A	N/A	R550 000,00	Procurement confirmations
Providing services according to the principles of Batho Pele	Spatial Information Maintenance, Integration & Business Units User Support	GIS Database/Datasets Update/Acquisition	Number of Integrated and Updated Database/Datasets acquisitioned	Number	2	3 X Integrated and Updated Database/Datasets acquisitioned by 31 March 2024	1x Acquisition and Integration of Updated Database/Datasets	1x Acquisition and Integration of Updated Database/Datasets	1x Acquisition and Integration of Updated Database/Datasets	1x Acquisition and Integration of Updated Database/Datasets	R 380 000	Acquisition of Updated Spatial Products and Procurement Confirmations	
		LED Forum	Number of quarterly reports to EDP committee of the outcomes and deliberations of the LED forum	Number	4	4 x quarterly reports to EDP committee of the outcomes and deliberations of the LED forum by 30 June 2024	1 x quarterly report to EDP committee of the outcomes and deliberations of the LED forum	1 x quarterly report to EDP committee of the outcomes and deliberations of the LED forum	1 x quarterly report to EDP committee of the outcomes and deliberations of the LED forum	1 x quarterly report to EDP committee of the outcomes and deliberations of the LED forum	1 x quarterly report to EDP committee of the outcomes and deliberations of the LED forum	N/A	Quarterly Reports to the EDP Committee and 4 Attendance Registers
		SMME promotion	Procurement of an SMME Exhibition stand at the Royal Agricultural Show and hosting exhibition	Hosting exhibition show	1	Procurement of SMME Exhibition stand reporting to EDP committee by 30 June 2024	Procurement of SMME Exhibition stand reporting to EDP committee by 30 June 2024	Procurement of SMME Exhibition stand reporting to EDP committee by 30 June 2024	Procurement of SMME Exhibition stand reporting to EDP committee by 30 June 2024	Procurement of SMME Exhibition stand reporting to EDP committee by 30 June 2024	Procurement of SMME Exhibition stand reporting to EDP committee by 30 June 2024	R100 000	Report to EDP, pictures and names of participants

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Enhance sectoral development through trade and investment	Tourism Forum	Number of Sittings of the Tourism Forum	Number of reports produced	4	1x quarterly reports to EDP committee of the outcomes and deliberations of the Tourism forum June 2024	1x quarterly reports to EDP committee of the outcomes and deliberations of the Tourism forum	1x quarterly reports to EDP committee of the outcomes and deliberations of the Tourism forum	1x quarterly reports to EDP committee of the outcomes and deliberations of the Tourism forum	1x quarterly reports to EDP committee of the outcomes and deliberations of the Tourism forum	1x quarterly reports to EDP Committee and Attendance Registers
Promote SMME Entrepreneurship development	Capacity Building	Number of Training for Co-operatives/SME	Number	4	4 Training for Co-operatives/SME by 30 June 2024	1 X training conducted for Co-operatives/SME	1 X training conducted for Co-operatives/SME	1 X training conducted for Co-operatives/SME	1 X training conducted for Co-operatives/SME	Reports and Attendance register
Develop knowledge base to enhance the knowledge economy	LED Strategy review	Development and adoption of the LED Strategy	Approval of the LED strategy	1	Adoption of the LED Strategy by Council by 31 March 2024	Adoption of LED Strategy by Council	Adoption of LED Strategy by Council	Adoption of LED Strategy by Council	Adoption of LED Strategy by Council	Appointment / Inception Report Draft and Final LED Strategy Council Resolution
Enhance sectoral development through trade and investment	Tourism Strategy Review	Development and adoption of the Tourism Strategy	Strategy development	1	Adoption of the Tourism Strategy by Council by 30 June 2024	Inception report and Draft Tourism Strategy	Inception report and Draft Tourism Strategy	Inception report and Draft Tourism Strategy	Inception report and Draft and Final Tourism Strategy	Appointment letter Inception Report Draft and Final Tourism Strategy Council Resolution
Promote SMME Entrepreneurship development	SMME/Cooperatives Support Programme	Number of SMME/Cooperatives Supported	Number	0	200 SMME/Cooperatives Supported by 31 March 2024	Distribution of goods to 200 SMMEs/Cooperatives	Distribution of goods to 200 SMMEs/Cooperatives	Distribution of goods to 200 SMMEs/Cooperatives	Distribution of goods to 200 SMMEs/Cooperatives	Report to EDP Committee Pictures Procurement confirmations
Promote SMME Entrepreneurship development	Investment Strategy development	Development and adoption of the Investment Strategy	Adopted Investment Strategy	1	Adoption of the Investment Strategy by Council by 30 June 2024	Development of terms of Reference and advertise	Development of terms of Reference and advertise	Development of terms of Reference and advertise	Development of terms of Reference and advertise	Appointment letter Inception Report Draft and Final Investment Strategy Council Resolution
MPA 3: Institutional transformation and development	Effective Records Management in the with National Archives Act	% of compliance with the National Archives Act	Percentage	100%	100% Submission of Information to Records Management Section by 30 September 2023	100% Submission of Information to Records Management Section by 30 September 2023	100% Submission of Information to Records Management Section by 30 September 2023	100% Submission of Information to Records Management Section by 30 September 2023	100% Submission of Information to Records Management Section by 30 September 2023	Proof of submission to Records
MPA 4: Municipal financial viability and management	Compliance with the Municipal Finance Management Act and Municipal Budget and Reporting Regulations	Submission of Departmental Budget Inputs	Percentage	2022/23 Budget	100% submission of departmental Budget Inputs by 31 March 2024	100% submission of departmental Budget Inputs by 31 March 2024	100% submission of departmental Budget Inputs by 31 March 2024	100% submission of departmental Budget Inputs by 31 March 2024	100% submission of departmental Budget Inputs by 31 March 2024	Council resolution adopting procurement plan with departmental inputs
MPA 4: Sound Financial Management - Supply Chain Management	Procurement Plan	Submission of Departmental Inputs to the Procurement Plan	Percentage	2022/23 Procurement Plan	100% submission of departmental Inputs into the Procurement Plan by 31 March 2024	100% submission of departmental Inputs into the Procurement Plan by 31 March 2024	100% submission of departmental Inputs into the Procurement Plan by 31 March 2024	100% submission of departmental Inputs into the Procurement Plan by 31 March 2024	100% submission of departmental Inputs into the Procurement Plan by 31 March 2024	Council resolution adopting procurement plan with departmental inputs
MPA 4: Sound Financial Management - System and Financial Functionality of Procurement	Reduction of Unauthorised, Irregular, Fruitless and Wasteful Expenditure (UJFW)	Reduce UJFW to a maximum of 10% of the approved departmental budget	Percentage	N/A	Limit UJFW within 10% of the approved Departmental budget	Limit UJFW within 10% of the approved Departmental budget	Limit UJFW within 10% of the approved Departmental budget	Limit UJFW within 10% of the approved Departmental budget	Limit UJFW within 10% of the approved Departmental budget	Finance Portfolio Reports
MPA 5: Good Governance and Public Participation										
To ensure an integrated and aligned development planning	IDP Steering Committee Meetings	Attendance of convened IDP Steering Committee Meetings	Number/Date	Number of IDP Steering Committee meetings by 30 June 2023	Attend convened IDP Steering Committee meetings by 30 June 2024	Attend convened IDP Steering Committee meetings by 30 June 2024	Attend convened IDP Steering Committee meetings by 30 June 2024	Attend convened IDP Steering Committee meetings by 30 June 2024	Attend convened IDP Steering Committee meetings by 30 June 2024	Council Resolution adopting IDP with Departmental Inputs
To ensure an integrated and aligned development planning	Development of IDP	Submission of Departmental IDP Inputs	Percentage	2022/23 IDP	100% submission of departmental IDP inputs	100% submission of departmental IDP inputs	100% submission of departmental IDP inputs	100% submission of departmental IDP inputs	100% submission of departmental IDP inputs	Proof of Consolidated IDP Inputs and Submission via email

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Pillar 3: Good Governance	To ensure effective risk management and compliance within the municipality	Risk Management Committee Meetings	Attendance of Risk Management Committee Meetings	Date	Risk Committee meetings by 30 June 2023	Attend 4x Risk Management Committee meetings by 30 June 2024	Attend 1x Risk Management Committee meeting by 30 September 2023	Attend 1x Risk Management Committee meeting by 31 December 2023	Attend 1x Risk Management Committee meeting by 31 March 2024	Attend 1x Risk Management Committee meeting by 30 June 2024	Attendance register
	To ensure effective risk management and compliance within the municipality	Risk Management	Submission of updated risk register report	Number of updated risk register reports submitted to RMI Unit by date	2022/23 updated risk register report	Submit 4x updated risk register report to RMI Unit by 30 June 2024	Submit 1x updated risk register report to RMI Unit by 30 September 2023	Submit 1x updated risk register report to RMI Unit by 31 December 2023	Submit 1x updated risk register report to RMI Unit by 31 March 2024	Submit 1x updated risk register report to RMI Unit by 30 June 2024	Updated Risk Register Report, Proof of Submission via email
	To ensure effective risk management and compliance within the municipality	Risk Management	Implementation of Risk Mitigation	Number/percentage	2022/23 updated risk mitigation report	100% Implementation of Risk Mitigation report by 30 June 2024	100% Implementation of Risk Mitigation report by 30 September 2023	100% Implementation of Risk Mitigation report by 31 December 2023	100% Implementation of Risk Mitigation report by 31 March 2024	100% Implementation of Risk Mitigation report by 30 June 2024	Quarterly Mitigation Report, Proof of Submission via email
	To provide reasonable assurance on the adequacy effectiveness of the systems of internal controls, risk and performance management	Audit and Performance Management Committee Meetings	Attendance of Audit and Performance Management Committee Meetings	Date/Number	Audit and Performance Management Committee by 30 June 2023	Attend 4x Audit and Performance Management Committee meetings by 30 June 2024	Attend 1x Audit and Performance Management Committee meeting by 30 September 2023	Attend 1x Audit and Performance Management Committee meeting by 31 December 2023	Attend 1x Audit and Performance Management Committee meeting by 31 March 2024	Attend 1x Audit and Performance Management Committee meeting by 30 June 2024	Attendance register
	To provide reasonable assurance on the adequacy effectiveness of the systems of internal controls, risk and performance management		Percentage of internal audit findings relating to recourses reporting.	Percentage	N/A - New	0%	0%	0%	0%	0%	IA Report
	To provide reasonable assurance on the adequacy effectiveness of the systems of internal controls, risk and performance management		Percentage of further general findings resulting to a qualified audit opinion.	Percentage	N/A - New	N/A	N/A	N/A	0% N	0% N	AG Report
	To provide reasonable assurance on the adequacy effectiveness of the systems of internal controls, risk and performance management	AGSA Action Plan	Implementation of Internal Audit and AGSA Action Plan due per quarter	Number/percentage	2022/23 Internal Audit and AGSA Action Plan	100% Implementation of Internal Audit and AGSA Action Plan by 30 June 2024	100% Implementation of Internal Audit and AGSA Action Plan by 30 September 2023	100% Implementation of Internal Audit and AGSA Action Plan by 31 December 2023	100% Implementation of Internal Audit and AGSA Action Plan by 31 March 2024	100% Implementation of Internal Audit and AGSA Action Plan by 30 June 2024	Quarterly updated Internal Audit and AGSA Implementation Report, Proof of Submission via email
	To maintain an organizational performance management system as a tool to monitor performance, evaluate and report on service delivery programs	Performance Management Reports	Number of Departmental Performance report submitted	Number	2022/23 Annual Performance Management report	4x Quarterly departmental Management report submitted by 30 June 2024	1x Performance Management report submitted by 30 September 2023	1x Performance Management report submitted by 31 December 2023	1x Performance Management report submitted by 31 March 2024	1x Performance Management report submitted by 30 June 2024	Signed Quarterly POE quality Assurance certificate
	To improve the coherence and impact of government service delivery with focus on coordination, integrated development and resources streamlining with three spheres of government	DDM meetings	Number of Economic Sector, Investment, and Infrastructure Development (ESID) S-J-Cluster meetings attended	Number	4	4	1	1	1	1	Meeting attendance register Invite
	Pillar 5: Building capable local government	To ensure strengthened public participation within the Municipality	Council Meetings	Sitting of council meetings as per the calendar of meetings	Number	Council meetings attended by 30 June 2023	Attend 11 council meetings by 30 June 2024	3x meetings attended by 30 September 2023	2x meetings attended by 31 December 2023	3x meetings attended by 31 March 2024	3x meetings attended by 30 June 2024
To ensure strengthened public participation within the Municipality		EXCO Meetings	Sitting of EXCO meetings as per the calendar of meetings	Number	EXCO meetings attended by 30 June 2023	Attend 11x EXCO meetings by 30 June 2024	3x EXCO meetings attended by 30 September 2023	2x EXCO meetings attended by 31 December 2023	3x EXCO meetings attended by 31 March 2024	3x EXCO meetings attended by 30 June 2024	Attendance register
To ensure strengthened public participation within the Municipality		Portfolio Meetings	Sitting of Economic Development and Planning Portfolio meetings as per the calendar of meetings	Number	Economic Development and Planning Portfolio meetings attended by 30 June 2023	Attend 11x Economic Development and Planning Portfolio meetings by 30 June 2024	3x Economic Development and Planning Portfolio meetings attended by 30 September 2023	2x Economic Development and Planning Portfolio meetings attended by 31 December 2023	3x Economic Development and Planning Portfolio meetings attended by 31 March 2024	3x Economic Development and Planning Portfolio meetings attended by 30 June 2024	Attendance register
Pillar 4: Putting People First	To ensure strengthened public participation within the Municipality	Local Labour Forum Meetings	Sitting of Local Labour Forum meetings as per the calendar of meetings	Number	Local Labour Forum meetings attended by 30 June 2023	Attend 4x Local Labour Forum meetings by 30 June 2024	1x Local Labour Forum meetings attended by 30 September 2023	1x Local Labour Forum meetings attended by 31 December 2023	1x Local Labour Forum meetings attended by 31 March 2024	1x Local Labour Forum meetings attended by 30 June 2024	Attendance register

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MANCO Meetings	Siting of MANCO meetings as per the calendar of meetings	Date/Number	MANCO meetings attended by 30 June 2023	Attend convened MANCO meetings by 30 June 2024	Attend Convened MANCO meetings by 31 September 2023	Attend Convened MANCO meetings by 31 December 2023	Attend Convened MANCO meetings by 31 March 2024	Attend Convened MANCO meetings by 30 June 2024	Attend Convened MANCO meetings by 30 June 2024	Attendance register
To ensure strengthened public participation within the Municipality	Siting of MANCO meetings as per the calendar of meetings	Date	BAC meetings attended by 30 June 2023	Attend 4 convened BAC meetings by 30 June 2024	Attend Convened BAC meetings by 30 September 2023	Attend Convened BAC meetings by 31 December 2023	Attend Convened BAC meetings by 31 March 2024	Attend Convened BAC meetings by 30 June 2024	Attend Convened BAC meetings by 30 June 2024	Attendance register
To ensure strengthened public participation within the Municipality	Conduction of Departmental Meetings	Number	4	Conduct 4s Departmental meetings by 30 June 2024	1x Departmental meeting conducted by 30 September 2023	1x Departmental meeting conducted by 31 December 2023	1x Departmental meeting conducted by 31 March 2024	1x Departmental meeting conducted by 30 June 2024	1x Departmental meeting conducted by 30 June 2024	Attendance register
HR/PA 6. Cross Cutting Interventions										
Pillar 3: Good Governance	To ensure an integrated and aligned development planning	AGSA RFI's and Queries	2021/22 AGSA RFI's and queries addressed within 48 hours	Address AGSA RFI's and Queries addressed within 48 hours of receiving the request by 31 December 2023	Address AGSA RFI's and Queries addressed within 48 hours of receiving the request by 30 September 2023	Address AGSA RFI's and Queries addressed within 48 hours of receiving the request by 31 December 2023	Address AGSA RFI's and Queries addressed within 48 hours of receiving the request by 31 December 2023	N/A	N/A	Proof of submission to RMU Manager

Signature and Date: 

Employer

Signature and Date: 

Employee

WJL
MJS