



PERFORMANCE AGREEMENT

**MADE AND ENTERED INTO BY AND
BETWEEN:**

NGQUSHWA LOCAL MUNICIPALITY

AS REPRESENTED BY

MR. NDODA MGONGO

MUNICIPAL MANAGER

AND

MR. MKHUSELI WISEMAN MXEKEZO

DIRECTOR CORPORATE SERVICES

THE EMPLOYEE OF THE MUNICIPALITY

FOR THE

**FINANCIAL YEAR: 1 JULY 2022 – 30 JUNE
2023**

ENTERED INTO BY AND BETWEEN:

The Ngqushwa Municipality herein represented by **MR.NDODA MGENGO** in her capacity as the Municipal Manager (hereinafter referred to as the **Employer**)

and

MR. MKHUSELI WISEMAN MXEKEZO; the Corporate Services Director of the 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 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(4) 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), (4B) and (5) of the Act as well as the employment contract entered into by between the parties;
- 2.2 specify objectives and targets defined and agreed with the employee and to communicate to the employee the employer's expectations of the employee's performance and accountabilities in alignment with the Integrated Development Plan, Service Delivery and Budget Implementation Plan (SDBIP) and the Budget of the municipality;
- 2.3 specify accountability as set out in a performance plan, which forms an annexure to the Performance Agreement;
- 2.4 monitor and measure performance against set targeted outputs;
- 2.5 use the Performance Agreement as the basis for assessing whether the employee has met the performance expectations applicable to his job;
- 2.6 in the event of outstanding performance, to appropriately reward the employee; and
- 2.7 give effect to the employer's commitment to a performance-orientated relationship with its employee in attaining equitable and improved service delivery

3. COMMENCEMENT AND DURATION

- 3.1 This Agreement will commence on the **01 July 2022** and will remain in force until **30 November 2022** thereafter a new Performance Agreement; Performance Plan and Personal Development Plan shall be concluded between the parties for the next financial year or any portion thereof.
- 3.2 The parties will review the provisions of this Agreement in each quarter. The parties will conclude a new Performance Agreement and Performance Plan that replaces this Agreement at least once a year by no later than 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 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-
- 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, Service Delivery and Budget Implementation Plan (SDBIP) and the Budget of the **Employer**, and shall include; key performance indicators; target dates and weightings.
- 4.2.1 The key objectives describe the main tasks that need to be done.
 - 4.2.2 The key performance indicators provide the details of the evidence that must be provided to show that a key objective has been achieved.
 - 4.2.3 The target dates describe the timeframe in which the work must be achieved.
 - 4.2.4 The weightings show the relative importance of the key objectives to each other.
- 4.3 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 standards that will be included in the performance management system as applicable to the **Employee**.
- 5.4 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.
- 5.5 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.
- 5.5.1 The **Employee** will 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.
- 5.5.2 Each area of assessment will be weighted and will contribute a specific part to the total score.
- 5.5.3 KPAs covering the main areas of work will account for 80% and CCRs will account for 20% of the final assessment.
- 5.6 The **Employee's** assessment will be based on his 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 below agreed to between the **Employer** and the **Employee**:

Key Performance Areas (KPA's)	Weighting
Quality Basic Services and Infrastructure Development	10%
Institutional Development and Design	50%
Local Economic Development and Spatial Planning	15%
Financial Viability and Management	10%
Good Governance and Public Participation	15%
Total	100%

- 5.7 Key performance areas related to the functional area of the **Employee** will be subject to negotiation between the **Employer** and the **Employee**.
- 5.8 The CCRs will make up the other 20% of the **Employee's** assessment score. CCRs that are deemed to be most critical for the **Employee's** specific job will be selected (✓) from the list below as agreed to between **Employer** and **Employee**. Three of the CCRs are compulsory for Managers directly accountable to Municipal Managers:

Core Competency Requirements for Managers (CCR)		Indicate Choice: Select Yes/No	Weight
Core Managerial Competencies			
CCR1	Strategic Capability and Leadership	Yes	12%
CCR2	Programme and Project Management	Yes	5%
CCR3	Financial Management	Compulsory	15%
CCR4	Service Delivery Innovation	Yes	7%
CCR5	People Management and Empowerment	Compulsory	15%
CCR6	Client Orientation and Customer Focus	Compulsory	15%
CCR7	Communication	Yes	5%
CCR8	Risk Management	Yes	5%
CCR9	Audit Action Plan	Yes	7%
Core Occupational Competencies			
CCR10	Interpretation of and implementation within the legislative and national policy framework	Yes	5%
CCR11	Knowledge of developmental local government	Yes	4%
CCR12	Knowledge of Performance Management and Reporting	Yes	5%
Total CCR Score			100

6. EVALUATING PERFORMANCE

6.1 The Municipality's Performance Management Framework sets out-

- 6.1.1 the standards and procedures for evaluating the **Employee's** performance; and
- 6.1.2 the intervals for the evaluation of the **Employee's** performance

6.2 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

6.3 Personal growth and development needs identified during any performance review discussion will be documented in a Personal Development Plan as well as the actions agreed to and implementation will take place within set time frames.

6.4 The **Employee's** performance will be measured in terms of contributions to the goals and strategies set out in the **Employer's** IDP

6.5 The annual performance appraisal will involve:

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

- a) Each KPA will be assessed according to the extent to which the specified standards or performance indicators have been met and with due regard to ad hoc tasks that have had to be performed under the KPA.
- b) An indicative rating on the five-point scale will be provided for each KPA.
- c) The applicable assessment rating calculator (refer to paragraph 6.5.3 below) will be used to add the scores and calculate a final KPA score.

6.5.2 Assessment of the CCRs

- a) Each CCR will be assessed according to the extent to which the specified standards have been met.
- b) An indicative rating on the five-point scale will be provided for each CCR.
- c) This rating will be multiplied by the weighting given to each CCR during the contracting process, to provide a score.
- d) The applicable assessment rating calculator (refer to paragraph 6.5.1) will be used to add the scores and calculate a final CCR score.

6.5.3 Overall rating

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

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

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 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 standards 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 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 of 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.	
--	--	---	--

6.7 For purposes of evaluating the annual performance of the **Employee**, an evaluation panel constituted of the following persons shall be established -

- 6.7.1 Municipal Manager;
- 6.7.2 Chairperson of the Performance Audit Committee or the Audit Committee in the absence of a Performance Audit Committee
- 6.7.3 Member of the Mayoral Committee or in respect of a plenary type municipality, another member of the Council; and
- 6.7.4 Municipal Manager from another municipality.

6.8 The manager responsible for Performance Management System of the municipality shall provide secretariat services to the evaluation panels referred to in sub-regulations (d) and (e).

7. SCHEDULE FOR PERFORMANCE REVIEWS

7.1 The performance of each **Employee** in relation to his 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	:	July – September 2022
Second quarter	:	October – December 2022
Third quarter	:	January – March 2023
Fourth quarter	:	April – June 2023

7.2 The **Employer** shall keep a record of the mid-year review and annual assessment meetings.

7.3 Performance feedback shall be based on the **Employer's** assessment of the **Employee's** performance.

7.4 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.

7.5 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 such change is made.

8. DEVELOPMENTAL REQUIREMENTS

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

9. OBLIGATIONS OF THE EMPLOYER

9.1 The **Employer** shall –

- 9.1.1 create an enabling environment to facilitate effective performance by the **Employee**;
- 9.1.2 provide access to skills development and capacity building opportunities;

- 9.1.3 work collaboratively with the **Employee** to solve problems and generate solutions to common problems that may impact on the performance of the **Employee**;
- 9.1.4 on the request of the **Employee** delegate such powers reasonably required by the **Employee** to enable him to meet the performance objectives and targets established in terms of this Agreement; and
- 9.1.5 make available to the **Employee** such resources as the **Employee** may reasonable require from time to time to assist him to meet the performance objectives and targets established in terms of this Agreement.

10. CONSULTATION

- 10.1 The **Employer** agrees to consult the **Employee** timeously where the exercising of the powers will have amongst others-
 - 10.1.1 a direct effect on the performance of any of the **Employee's** functions;
 - 10.1.2 commitment of the **Employee** to implement or to give effect to a decision made by the **Employer**; and
 - 10.1.3 a substantial financial effect on the **Employer**.
- 10.2 The **Employer** agrees to inform the **Employee** of the outcome of any decisions taken pursuant to the exercise of powers contemplated in 10.1 as soon as is practicable to enable the **Employee** to take any necessary action without delay.

11. MANAGEMENT OF EVALUATION OUTCOMES

- 11.1 The evaluation of the **Employee's** performance will form the basis for rewarding outstanding performance or correcting unacceptable performance.
- 11.2 A performance bonus of between 1% to 14% of the all-inclusive annual remuneration package may be paid to the **Employee** in recognition of outstanding performance to be constituted as follows:
 - 11.2.1 a score of 101% 129% is awarded a performance bonus ranging from 1% to 5%; and
 - 11.2.2 a score of 130% to 149% is awarded a performance bonus ranging from 5% to 9%; and
 - 11.2.3 a score of 150% and above is awarded a performance bonus ranging from 10% to 14%.
- 11.3 In the case of unacceptable performance, the **Employer** shall –
 - 11.3.1 provide systematic remedial or developmental support to assist the **Employee** to improve his performance; and
 - 11.3.2 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 duties.

mw

12. DISPUTE RESOLUTION

- 12.1 Any dispute 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 Mayor within thirty (30) days of receipt of a formal dispute from the **Employee**, whose decision shall be final and binding on both parties.
- 12.2 Any dispute about the outcome of the **Employee's** performance evaluation, must be mediated by a member of the Municipal Council, provided that such member was not part of the evaluation panel provided for in 6.8, within thirty (30) days of receipt of a formal dispute from the **Employee**, whose decision shall be final and binding on both parties.

13. GENERAL

- 13.1 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**
- 13.2 Nothing in this agreement diminishes the obligations, duties or accountabilities of the **Employee** in terms of his contract of employment, or the effects of existing or new regulations, circulars, policies, directives or other instruments.

Thus done and signed at Ngqushwa Local Municipality on this 1 day of July, 2022

AS WITNESSES:

1. [Signature]

2. [Signature]

[Signature]
EMPLOYEE

AS WITNESSES:

1. [Signature]

2. [Signature]

[Signature]
MUNICIPAL MANAGER

ANNEXURE B: PERSONAL DEVELOPMENT PLAN – PDP

NGQUSHWA LOCAL MUNICIPALITY – PERFORMANCE AGREEMENT ANNEXURE B

PERSONAL DEVELOPMENT PLAN 2022/2023

Full Names : Mkhuseli Wiseman Mxekezo

Employee Number : 970244

Position : Director Corporate Services

KPA : Institutional Development and Design

Supervisor's Name : MR.NDODA MGENGO

Job Purpose : To ensure the provision of high level systems and services for all administrative functions within the municipality

Table 1: Areas of Development and Formal Training

#	SKILLS PERFORMANCE GAP	OUTCOME EXPECTED	SUGGESTED TRAINING AND / OR DEVELOPMENT ACTIVITY	SUGGESTED TIMEFRAME	SUPPORT PERSON
1.	CPMD	To be able to manage and respond to the needs of the administration	CPMD	2022/2023	MM
2.	Program & Project Management	To develop an advanced project management skills	Short course on Project Management	2022/2023	MM
3.	Financial Management	To have profound understanding of Financial Management	Short course on advanced Financial Management	2022/2023	MM
4.	Knowledge and Information Management	To knowledge and Information Management	Course on knowledge and information Management	2022/2023	MM

DIRECTOR CORPORATE SERVICES PERFORMANCE AGREEMENT (NGQUSHWA LOCAL MUNICIPALITY)

me

5.	Good Governance Leadership	To understand Good Governance Leadership	Course on Good governance leadership	2022/2023	MM
----	----------------------------	--	--------------------------------------	-----------	----

Table 2: Other

You may attend an awareness session, seminar, conference, understudying, on-the-job training within the year that will seek to address any of the areas of development or personal development needs.

#	NAME OF SESSION, SEMINAR, CONFERENCE	OBJECTIVE OF DEVELOPMENT	QUARTER TARGETED / PERIOD / TIMEFRAME
1.	National Record Management Seminar	Sound records keeping management practise	Q1 of 2022/2023
2.	Annual Local Government PMS Seminar	To keep senior management and practitioners abreast of important developments in the arena of performance management systems	Q1 of 2022/2023

We, (Employee) and (Supervisor) agree that the above-mentioned areas for development and the type of intervention suggested would be engaged in to achieve objective/s for development. We also understand that due to the operational requirements and budget constraints of the Municipality (Department/division/unit), it may not be possible to undertake the training and development stated with the type of intervention stated and/or within the quarter of the year as stated. There is also an understanding between us that areas of development could be identified throughout the year and that this may change the order of priority and type of intervention as stated in the plan.

Signature: (Employee)  Date: 1/07/2022

Supervisor's Signature:  Date: 1/07/2022

DIRECTOR CORPORATE SERVICES PERFORMANCE AGREEMENT (NGQUSHWA LOCAL MUNICIPALITY)

2022/2023 SERVICE DELIVERY AND BUDGET IMPLEMENTATION PLAN (SDBIP)

KPA 1: INSTITUTIONAL DEVELOPMENT AND DESIGN WEIGHT :20

Strategy	Objective	Key Performance Indicator	Annual Target	Budget	Baseline	Quarter One(1) Target	Quarter One(1) Evidence Required	Quarter Two (2) Target	Quarter Two (2) Evidence Required	Quarter Three (3) Target	Quarter Three (3) Evidence Required	Quarter Four (4) Target	Quarter Four (4) Evidence Required	CUSTODIAN	KPI NO
To ensure continuous implementation of the municipal vision and mission through the Human Resources Management Plan, ensure an effective and efficient administration through systems that are aligned to the organisation and by providing a secure ICT infrastructure which delivers appropriate level of data confidentiality, integrity and availability	To ensure continuous implementation of Municipal vision and mission through Human Resources Management plan by 2027	Number of reports on vacant positions filled within 3 months developed by 30 June 2023	Four (4) reports produced on vacant positions filled within 3 months by 30 June 2023	R0	Four quarterly reports on vacant position filled developed in 2021/2022	Compile quarter one report on vacant positions filled within 3 months by 30 September 2022	1. Signed report on vacant positions filled within 3 months 2. Proof of advertisement 3. Appointment letters	Compile quarter two report on vacant positions filled within 3 months by 31 December 2022	1. Signed report on vacant positions filled within 3 months 2. Proof of advertisement 3. Appointment letters	Compile quarter three report on vacant positions filled within 3 months after receiving a request for filling of position by 31 March 2023	1. Signed report on vacant positions filled within 3 months 2. Proof of advertisement 3. Appointment letters 4. Request for filling of vacant position	Compile quarter four report on vacant positions filled within 3 months after receiving a request for filling of position by 30 June 2023	1. Signed report on vacant positions filled within 3 months 2. Proof of advertisement 3. Appointment letters 4. Request for filling of vacant position	Director Corporate Services	IDD 1
		Review of 2022/23 Institutional organogram for 2023/2024 by 30 June 2023	2023/2024 final Institutional organogram approved by the Council by 30 June 2023	R0	2021/2022 Organogram	Not Applicable	Not Applicable	Not Applicable	Not Applicable	Not Applicable	Not Applicable	Development/Review of Institutional Organogram and submit to Council for approval by 30 June 2023	1. Final approved 2023/2024 Institutional Organogram 2. Council resolution	Director Corporate Services	IDD 2
		Number of reports developed on Council adoption of 2022/23 organogram after MEC comments by 30 June 2023	One report developed on Council adoption of 2022/23 organogram after MEC comments by 30 June 2023	R0	Not Applicable	Develop a report on Council adoption of 2022/23 organogram after MEC comments by 30 September 2022	Signed quarterly report on Council adoption of 2022/23 organogram after MEC comments	Not Applicable	Not Applicable	Not Applicable	Not Applicable	Not Applicable	Not Applicable	Director Corporate Services	IDD 3
		Number of reports developed for Leave management and reconciliation by 30 June 2023	Four 4 quarterly reports compiled on leave management and reconciliation by 30 June 2023	R0	Four quarterly leave management and reconciliation report developed in 2021/2022	Compile quarter one report on leave management and reconciliation by 30 September 2022	1. Signed quarterly report on Leave Management 2. Reconciliation	Compile quarter two report on leave management and reconciliation by 31 December 2022	1. Signed quarterly report on Leave Management 2. Reconciliation	Compile quarter three report on leave management and reconciliation by 31 March 2023	1. Signed quarterly report on Leave Management 2. Reconciliation	Compile quarter four report on leave management and reconciliation by 30 June 2023	1. Signed quarterly report on Leave Management 2. Reconciliation	Director Corporate Services	IDD 4
		Reports on number of engagements with District Job Evaluation Committee and Provincial Audit Committee on status of Ngqushwa Job evaluation developed and submitted to MANCO by 30 June 2023	Three (3) quarterly reports developed on engagements with District Job Evaluation Committee and Provincial Audit Committee on status of Ngqushwa Job evaluation and submitted to MANCO by 30 June 2023	R0	Three quarterly reports on District Job Evaluation Committee and Provincial Audit Committee developed in 2021/2022	Not Applicable	Not Applicable	Compile a report on the engagement with the District Job Evaluation Committee and Provincial Audit Committee on status of Ngqushwa job evaluation and submitted to MANCO by 31 December 2022	1. Signed progress report on status of Ngqushwa Job Evaluation and proof of submission to MANCO	Compile a report on the engagement with the District Job Evaluation Committee and Provincial Audit Committee on status of Ngqushwa job evaluation and submitted to MANCO by 31 March 2023	1. Signed progress report on status of Ngqushwa Job Evaluation and proof of submission to MANCO	Compile a report on the engagement with the District Job Evaluation Committee and Provincial Audit Committee on status of Ngqushwa job evaluation and submitted to MANCO by 30 June 2023	1. Signed progress report on status of Ngqushwa Job Evaluation and proof of submission to MANCO	Director Corporate Services	IDD 5
To ensure that the Municipality commits itself to the principles of equal opportunities, fair employment practices and people development by 2027	To ensure that the Municipality commits itself to the principles of equal opportunities, fair employment practices and people development by 2027	Reports on number of people from employer equity target groups employed in the three (3) highest level of the organogram by 30 June 2023	Four (4) reports developed on number of people from employer equity target groups employed in the three (3) highest level of the organogram by 30 June 2023	R0	Four quarterly employer equity target group report developed in 2021/22	Compile quarterly report on number of people from employer equity target groups employed in three (3) highest level of the organogram by 30 September 2022	1. Signed quarterly report on equity target group employed in three (3) highest level of the organogram	Compile quarterly report on number of people from employer equity target groups employed in three (3) highest level of the organogram by 31 December 2022	1. Signed quarterly report on equity target group employed in three (3) highest level of the organogram	Compile quarterly report on number of people from employer equity target groups employed in three (3) highest level of the organogram by 31 March 2023	1. Signed quarterly report on equity target group employed in three (3) highest level of the organogram	Compile quarterly report on number of people from employer equity target groups employed in three (3) highest level of the organogram by 30 June 2023	1. Signed quarterly report on equity target group employed in Three (3) highest level of the organogram	Director Corporate Services	IDD 6
		Number of reports compiled on employees who meet the minimum level as prescribed by National Treasury by 30 June 2023	Two (2) reports compiled on number of employees who qualify for the minimum level as prescribed by National Treasury by 30 June 2023	R0	Two quarterly reports on number of employees qualify for the minimum level as prescribed by National Treasury developed in 2021/2022	Not Applicable	Not Applicable	Compile quarterly report on the number of employees who qualifies for the minimum levels as prescribed by National Treasury by 31 December 2022	1. Signed quarterly report on number of employees who qualifies for the minimum level as prescribed by National Treasury	Not Applicable	Not Applicable	Compile quarterly report on the number of employees who qualifies for the minimum levels as prescribed by National Treasury by 30 June 2023	1. Signed quarterly report on number of employees who qualifies for the minimum level as prescribed by National Treasury	Director Corporate Services	IDD 7
		Number of report on the percentage of Municipal Budget actual spent on implementing Workplace Skills Plan (WSP) by 30 June 2023	One (1) report developed on percentage of Municipal budget spent on Workplace Skills Plan (WSP) developed by 30 June 2023	R0	One quarterly report developed on percentage of Municipal budget spent on Workplace skills plan (WSP) in 2021/2022	Not Applicable	Not Applicable	Compile quarterly report on percentage of budget actual spent on implementing Workplace Skills Plan produced by 31 December 2022	1. Signed quarterly report on percentage of budget spent on Workplan Skills plan	Not Applicable	Not Applicable	Not Applicable	Not Applicable	Director Corporate Services	IDD 8
To ensure that the is available skilled individual that can contributes positively to the Municipality and to the Nation as a whole by 2027	To ensure that the is available skilled individual that can contributes positively to the Municipality and to the Nation as a whole by 2027	Number of report on trainings conducted as per the approved WSP by 30 June 2023	Two (2) quarterly reports on trainings conducted as per the approved WSP by 30 June 2023	R777 812.00	Two quarterly reports developed on trainings conducted as per approved WSP in 2021/2022	Not Applicable	Not Applicable	Compile quarterly report on training conducted as per the approved WSP by 31 December 2022	1. Report on training conducted as per the approved WSP and 2. Proof of attendance	Not Applicable	Not Applicable	Compile quarterly report on training conducted as per the approved WSP by 30 June 2023	1. Report on training conducted as per the approved WSP and 2. Proof of attendance	Director Corporate Services	IDD 9
		Number of reports on Employee Assistance Program (EAP) by 30 June 2023	Two (2) reports on number of employees supported through Employee Assistance Program (EAP) by 30 June 2023	R528 665.00	Two quarterly reports on number of employees supported through EAP in 2021/2022	Not Applicable	Not Applicable	Compile quarterly report on number of employees supported through EAP by 31 December 2022	1. Quarterly report on employees supported through EAP signed by Municipal Manager for approval	Not Applicable	Not Applicable	Compile quarterly report on number of employees supported through EAP by 30 June 2023	1. Quarterly report on employees supported through EAP signed by Municipal Manager for approval	Director Corporate Services	IDD 10
		Number of wellness programmes organized and conducted by 30 June 2023	Four (4) quarterly report on wellness programmes organized and conducted by 30 June 2023		Four quarterly reports on wellness programme developed in 2021/2022	Compile quarter one wellness programmes organized and conducted by 30 September 2022	1. Quarterly report on Wellness program organized and conducted 2. Invitation 3. Agenda 4. Attendance register.	Compile quarter two wellness programmes organized and conducted by 31 December 2022	1. Quarterly report on Wellness program organized and conducted 2. Invitation 3. Agenda 4. Attendance register.	Compile quarter three wellness programmes organized and conducted by 31 March 2023	1. Quarterly report on Wellness program organized and conducted 2. Invitation 3. Agenda 4. Attendance register.	Compile quarter Four wellness programmes organized and conducted by 30 June 2023	1. Quarterly report on Wellness program organized and conducted 2. Invitation 3. Agenda 4. Attendance register.	Director Corporate Services	IDD 11
To ensure effective and efficient management of records by 2027.	To ensure effective and efficient management of records by 2027.	Number of consolidated and updated Council resolutions register by 30 June 2023	Four (4) consolidated and updated Council resolutions register by 30 June 2023	R0	Four quarterly Council and EXCO resolutions consolidated in 2021/22	2021/22 Quarter 4 consolidated and updated Council resolutions register by 30 September 2022	1. Consolidated and updated Council resolutions register signed by Municipal Manager	2022/23 Quarter 1 consolidated and updated Council resolutions register by 31 December 2022	1. Consolidated and updated Council resolutions register signed by Municipal Manager	2022/23 Quarter 2 consolidated and updated Council resolutions register by 31 March 2023	Consolidated and updated Council resolutions register signed by Municipal Manager	2022/23 Quarter 3 consolidated and updated Council resolutions register by 30 June 2023	Consolidated and updated Council and EXCO resolutions register signed by Municipal Manager	Director Corporate Services	IDD 12

[illegible]