

PERFORMANCE AGREEMENT

MADE AND ENTERED INTO BY AND BETWEEN:

NGQUSHWA LOCAL MUNICIPALITY
AS REPRESENTED BY

MR.NDODA MGENGO
MUNICIPAL MANAGER
AND

MRS. KHULULWA NOTSHULWANA
DIRECTOR CORPORATE SERVICES

THE EMPLOYEE OF THE MUNICIPALITY
FOR THE

FINANCIAL YEAR: 1 JULY 2023 – 30 JUNE 2024



ENTERED INTO BY AND BETWEEN:

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

and

MRS KHULULWA NOTSHULWANA; the Corporate Services Director of the Municipality (hereinafter referred to as the Employee).

WHEREBY IT IS AGREED AS FOLLOWS:

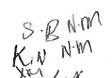
1. INTRODUCTION

- 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 2023** and will remain in force until **30 JUNE 2024** thereafter a new Performance Agreement; Performance Plan and Personal Development Plan shall be concluded between the parties for the next financial year or any portion thereof.
- 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**;
 - 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 consists of two components, both of which shall be contained in the Performance Agreement.
 - 5.5.1The **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	10%
Financial Viability and Management	15%
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 Co	mpetency Requirements for Managers (CCR)	Indicate Choice: Select Yes/No	Weight						
	Core Managerial Competencies								
CCR1	Strategic Capability and Leadership	Yes	15%						
CCR2	Programme and Project Management	Yes	5%						
CCR3	Financial Management	Compulsory	10%						
CCR4	Service Delivery Innovation	Yes	5%						
CCR5	People Management and Empowerment	Compulsory	10%						
CCR6	Client Orientation and Customer Focus	Compulsory	10%						
CCR7	Communication	Yes	10%						
CCR8	Risk Management	Yes	10%						
CCR 9	Audit Action Plan	Yes	10%						
	Core Occupational Competencies								
CCR10	Interpretation of and implementation within the legislative and national policy framework	Yes	5%						
CCR11	Knowledge of developmental local government	Yes	5%						
CCR12	Knowledge of Performance Management and Reporting	Yes	5%						
Total CC	R 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

- 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.	
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- 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 2023
Second quarter : October - December 2023
Third quarter : January - March 2024
Fourth quarter : April - June 2024

- 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.

4.M S-B N:M X K-N

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.

AS WITNESSES:

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2. _

AS WITNESSES:

1.

MUNICIPAL MANAGER

N.M.X.X X.MSIB KNN.M

ANNEXURE B: 2023/24 PERSONAL DEVELOPMENT PLAN - PDP

Full Names : Ms. Khululwa Notshulwana

Employee Number : 971372

Position : Director Corporate Services

KPA : Institutional Development and Design

Supervisor's Name: Mr. Ndoda Mgengo

: To ensure the provision of high level systems and services for all administrative functions within Ngqushwa Local Municipality's Corporate Services Department. Job Purpose

Table 1: Areas of Development and Formal Training

110 0 0 0 0	SKILLS PERFORMANCE GAP	OUTCOME EXPECTED	SUGGESTED TRAINING AND / OR DEVELOPMENT ACTIVITY	SUGGESTED TIMEFRAME	SUPPORT
	Excel	Proficiency to Excel	Short course	2023/2024	MM
	Project Management	To develop an advanced project management skills	Short course on Project Management	2023/2024	MM
	Advanced Labour Relations	Advanced knowledge of labour related matter	Course on advanced Labour Relations	2023/2024	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.

QUARTER TARGETED / PERIOD / TIMFFRAME	Q1 of 2023/2024		Q1 of 2023/2024		
OBJECTIVE OF DEVELOPMENT	Sound records keeping management Q1 of 2023/2024 practise		oractitioners abreast of important	developments in the arena of	performance management systems.
NAME OF SESSION, SEMINAR, CONFERENCE	National Records Management Seminar.	Annual Local Government PMS Seminar			
#	-	2.	_		

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:

Supervisor's Signature:

			<u>.</u>							providing a secure ICT infrastructure which delivers appropriate level of data confidentially, integrity and availability	and efficient administration through systems that are aligned to the organisation and by	implementation of the municipal vision and mission through the Human Resources Management Plan, ensure an effective	Strategy
I o ensure effective, efficient and economical administration and utilization of Municipal resources on organity basis through systems and business processes that are alimned to the organization hy		no ensure effective and efficient management of records by 2024	To ensure good, sound industrial relations between the employer and the employee by 2024		To create a safe and healthy working environment for all employees by 2024		ski ed individual that can contributes positively to the Municipality and to the Nation as a whole by 2024	commits derive to the principles of equal opportunities, fair employment practices and people development by 2024.	To accuse that the Managing like	e IOT hitch hitch nate nate egrify	ent trough at are the the and by	of the Implementation of Municipal of the Implementation of Municipal and vision end mission through the Human Resources Management ross plan by 2024	
furnber of reports compiled on implementation of fleet management alon by 30 June 2024	Number of reports compiled on implementation of Records Management System by 30 June 2024	Number of reports compiled on consolidated Council resolutions by 30 June 2024	Number of Local Labour Forum (LLF) meetings held by 30 June 2024	multicer on reports complied on Employee Assistance Program (EAP) and wellness programmes organized and conducted by 30 June 2024	Number of reports compiled on Cooppational Health & Safety (OHS) by 30 June 2024	conducted as per the approved WSP compiled by 30 June 2024		implementation employment equity plan by 30 June 2024	Number of reports on status or Ngqushrad also evaluation compiled by 30 June 2024	management and reconciliation by 30 June 2024	review of 2024/2025 by 30 June 2024 Number of spoots compile on 1 and Num	0 0 2	Key Performance Indicator
Four (4) reports compiled on implementation of facet management plan by 30 June 2024	Four (4) reports compiled on implementation of Records Management system by 30 June 2024	Four (4) reports compiled on consolicated Council resolutions by 30 June 2024	(LLF) meetings held by 30 June 2024	rous (4) quarterly reports completed on Employee Assistance Program (EAP) and wellness programmes organized and conducted by 30 June 2024		I wo (4) fusiting reports compiled on trainings conducted as per the approved WSP by 30 June 2024	number of employees who qualify for the minimum level as prescribed by National Treasury by 30 June 2024			30 complet on leave management and reconciliation by 30 June 2024	organogram approved by the Council by 30 June 2024	rour (4) reports complete on vacant positions filed subject to receiving of request from departments within 3 months by 30 June 2024	Annual Target
RO	R	8	8		R261,556.00	Rola,/uz.w		8	e e	8	3	3	
2022/23 fleet management plan	Not Applicable	Four quarterly consolidates and updated Council resolutions in 2022/23	Six LLF meetings held in 2022/23	rour quartery reports on wellness programme developed in 2022/2023	Not Applicable	I wo quarterly reports developed on trainings conducted as per approved WSP in 2022/2023	reports on number of employees quality for the minimum level as prescribed by National Treasury developed in 2022/2023	employer equity target group report developed in 2022/23	Intrie quarterry reports on District Job Evaluation Committee and Provincial Audit Committee developed in 2022/2023	leave management and recordination report developed in 2022/2023	2022/2023 Organogram	Four quartery reports on vacant position filled in 2022/7023	Baseline
Quarterly reports compiled on implementation of fleet management plan by 30 September 2023	Quarterly report developed on implementation of Records Management system by 30 September 2023	Compile quarterly reports on d 2022/23 Quarter 4 consolidated d 2022/23 Quarter 4 consolidated G Council resolutions register by 30 September 2023	Conduct one (1) LLF meetings n by 30 September 2023	eport on programme fucted by 30	8	quarter arget for this	wu pailled eiget for ms quarter	No pained target for quarter	Compile quartery me the status of Rogrusi evaluation for quarte 2022/23 by 30 Septe	leave manageme leave manageme reconciliation by 2023	1	Compile quarter of vacant positions in months subject to request by 30 Sep	Quarter One(1)
Signed quarterly report on implementation of feet management plan and copy of signed fleet management plan	Signed quarterly report on implementation of Records Management System	Report on Consolidated Council resolutions register signed by Municipal Manager	. Signed quarterly report on LLF meetings held 2. LLF Resolutions 3. Agenda 4. Attendance register	1. Signed quarterly report or EAP and wellness program organized and conducted 2. We'ness program Invitation, agenda and attendance register	Signed quarterly report on implementation of OHS	quarter auget for this		5	I. Signed progress report or status of Nggushwa Job Evaluation	. Septed qualitiesy report of Leave Management 2. Reconciliation	No planned target for this quarter	1. Signed report on vacant positions filed within 3 months 2. Proof of advertisement 3. Appointment letters	
Quarterly reports compiled on implementation of fleet management plan by 31 December 2023	Quarterly report developed on implementation of Records Management system by 31 December 2023	Compile quarterly report on 2023/24 Quarter 1 consolidated Council resolutions register by 31 December 2023	Conduct one (1) LLF maetings by 31 December 2023	Compile quarterly report on EAP and welfiness programmes organized and conducted by 31 December 2023	Compile quarterly report on implementation of OHS by 31 December 2023	Comp.e quartery report on training conducted as per the approved WSP by 31 December 2023	Compae qualitary report on the number of employees who qualifies for the minimum levels as prescribed by National Treasury by 31 December 2023	Compare quarterly report on implementation of employment equity plan by 31 December 2023	Compile quarterly report on the status of Ngqushma job evaluation for quarter one of 2023/24 by 31 December 2023	comp e quarter two report on leave management and reconciliation by 31 December 2023		Compile quarter two report on vecant positions filled within 3 months subject to receiving of request by 31 December 2023	
Signed quarterly report on implementation of fleet management plan and copy of signed fleet management plan	Signed quarterly report on implementation of Records Management System	Report on Consolidated Council resolutions register signed by Municipal Manager	~	1. Signed quarterly report on EAP and wellness program organized and conducted 2. Wellness program invitation, agenta and attendance register.	Signed quarterly raport on implementation of OHS	I. Report on Italing conducted as per the approved WSP and 2. Proof of attendance	Nagned quarterly report on number of employees who quarties for the minimum evel as prescribed by National Treasury	Signed quartery report on implementation of employment equity plan and signed employment equity plan demployment equity plan	I. Signed progress report on status of Ngqushwa Job Evaluation	1. Signed quarterly report or Leave Management 2. Reconcilision	No planned target for this quarter		KPA 1: INSTITUTIONAL DEVI Quarter Two (2) Evidence Required
Quarterly reports compiled on implementation of fieet management plan by 31 March 2024	Cuarterly report developed on implementation of Records Management system (Records Management Policy, File Plan & Procedure Manual) by 31 March 2024	Compile quarterly report on 2023/24 Quarter 2 consolidated Council resolutions register by 31 March 2024	Conduct one (1) LLF meetings by 31 March 2024	Compăle quarterly report on EAP and wellness programmas organized and conducted by 31 March 2024	Compile quarterly report on implementation of OHS by 31 March 2024	No planned larget for this quarter	No planned quarter	dvarier darget for this		i Compie qualite! three report on it leave management and recondition by 31 March 2024	Review of 2023/24 Institutional Organogram for 2024/25 by 31 March 2024	Comp is quarter three report on vacant positions fined within 3 months subject to receiving of request by 31 March 2024	KPA 1: INSTITUTIONAL DEVELOPMENT AND DESIGN WEIGHT :20 Quarter Two (2) Evidence Quarter Three (3) Target Quart Required Requi
Signed quarterly report on implementation of fleet management plan and copy of signed fleet management plan	Signed quarterly report on implementation of Records Management System	Report on Consolidated Council resolutions register signed by Municipal Manager	Signed quarterly report on LE meetings held Presolutions Agenda Attendance register	Signed quarterly report on services and well-sess program or organized and conducted Wellness program invitation agenda and attendance register	Signed quarterly report on implementation of OHS	No planned larget for this quarter	No planned target for this quarter	No planned target for this quarter	Signed progress report on status of Negrustive Job Evaluation	n I. Signed quartery report on I. Signed quartery report on 2. Reconcilation	ai Draft raviewed 2024/2025 1 Institutional Organogram	Signed report on vacant in positions filed within 3 months 2. Proof of advertisement 3. Appointment letters 4. Request for filling of vacant position.	IGHT :20 Quarter Three (3) Evidence Required
Quarterly reports compiled on implementation of fiset management plan by 30 June 2024	Ouarleity report developed on implementation of Records Management system (Records Management Policy, File Plan & Procedure Manual) by 30 June 2024	Compile quarterly report on 2023/24 Quarter 3 consolidated Council resolutions register by 30 June 2024	Conduct one (1) LLF meetings by 30 June 2024	Compile quarterly report on EAP and wellness programmes organized and conducted by 30 June 2024	Compile quarterly report on implementation of OHS by 30 June 2024	Compile quarterly report on training conducted as per the approved WSP by 30 June 2024	Compile quariety report on the number of employees who qualifies for the maintrum levels as prescribed by National Treasury by 39 June 2024	Compile quarterly report on implementation of employment equity plan by 30 June 2024	Compile quarterly report on the status of Ngqustiwa job evaluation for quarter three of 2023/24 by 30 June 2024	Compile quarter four report on leave management and reconciliation by 30 June 2024	Review of 2023/24 Institutional Organogram for 2024/25 and submit to COGTA and Council for approval by 30 June 2024		Quarter Four (4) Target
Saned quarterly report on implementation of fleet management plan and copy of saned fleet management plan	Signed quarterly report on implementation of Records Management System	Report on Consolidated Council resolutions register O signed by Municipal Manager	y I. Signed quarterly report on LLF meetings held 2. LLF Resolutions 3. Agenda 4. Attendance register	P 1. Signed querterly report on EAP and wellness program organized and conducted 2. Wellness program invitation agenda and attendance register	Signed quarterly report on implementation of OHS	Report on training conducted as per the approved WSP and Proof of attendance			l "'	1. Signed quarterly report on Leave Management Reconciliation	1. F Inst 2.0 3. 0	I. Signed report on vacant positions filed within 3 months east. Protot of advarfasement 3. Appointment letters 4. Request for filing of vacant position.	Quarter Four (4) Evidence Required
Director Corporate Services	Director Corporate Services	Director Corporate Services	Director Corporate Services	Director Corporate Services	Director Corporate Services	ed (Director Corporate of Services	Services (e)	Director Corporate ent Services	Director Corporate Services	n Director Corporate Services	5 Director Corporate Services	Director Corporate Services	CUSTOI
IDD 13	IDD 12	IDD 11	DD 16	IDD 3	10D 8	1007	1006		IDD 4	e IDD 3	ie (DD 2	IDD 1	KPI NO

To strengthen communication with Internal and external stateholders by providing accurate, timeous, and complete information about municipal policies and programmes by 2024 To provide a secure ICT infrastructure which delivers appropriate level of data confidentially, integrity and availability by 2024 2024 Number of reports complet on implementation of ICT Strategy and Governance Framework by 30 June 2024 Date: Number of reports compiled on plant capacity assessment by 30 June 2024 Name and Surname Number of Programmes Implemented in the Communication Action Plan by 30 June 2024 Signature: Submitted by : Four(4) quarterly reports compiled on implementation of ICT Strategy and Governance Framework by 30 June 2024 ed Twenty programmes
y implemented in the
Communication Action Plan by
30 June 2024 One (1) quarterly report compiled on plant capacity assessment by 30 Jurie 2024 Khuluwa Notshuhwana

Khuluwa Notshuhwana

S July 2623 Director Corporate Services Four reports compiled on ICT strategy and Governance in 2022/23 One quarterly report compile on plant capacity assessment in 2022/23 2022/23 Communication Action Plan Five programmes implemented in the Communication Action Plan by 30 September 2023 Quarterly report developed on implementation of ICT Strategy is and Governance Framework by \$30 September 2023 No planned target for this quarter Quarterly Report on five communication action plan y programmes and signed proof of communication action plan Signed quarterly report on Qy implementation of ICT or y Strategy and Governance Spred Framework Signed Fram No planned target for this quarter Quarterly report developed on implementation of ICT Strategy and Governance ed Framework by 31 December in 2023 Five programmes implemented in the Communication Action Plan by 31 December 2023 Quarterly report developed on plant capacity assessment by 31 December 2023 Signed quarterly report on implementation of ICT in Strategy and Governance as Framework. Signed 3 copy of implementation plan Signed quarterly report on plant capacity assessment Quarterly report on five
Communication Action Plan
In the Communication Action by
Programmes signed proof of 31 March 2024
communication action plan Quarterly report developed on Implementation of ICT Strategy in and Governance Framework by a 31 March 2024 No planned target for this quarter Date: Approved by: Name and Surname: I Signed quarterly report on y implementation of ICT Strategy by and Governance Framework. Signed copy of implementation plan d Quarterly report on five y Communication Action Plan Programmes signed proof of communication action plan No planned target for this quarter Moda Mgengo Municipal Manager Quarterly report developed on y implementation of ICT Strategy and Governance Framework by 30 June 2024 Five pr the Cor June 2 Quart plant o June programmes implemented in Communication Action by 30 9 2024 terly report developed on Signed quarterly report on plant capacity assessment by 30 capacity assessment 2024 Signed quarterly report on implementation of ICT Strategy sand Governance Framework. Signed copy of implementation plan in Quarterly report on five Communication Action Plan Programmes signed proof of communication action plan 14 GO