

OFFICE OF THE MUNICIPAL MANAGER
12 Maclean Street
Private Bag X4002, Stutterheim, 4930
Tel: 043 683 5024 Fax: 043 683 1127
Website: www.amahlathi.gov.za

PERFORMANCE AGREEMENT

MADE AND ENTERED INTO BY AND BETWEEN:

THE AMAHLATHI LOCAL MUNICIPALITY AS REPRESENTED BY THE MAYOR

NOMAKHOSAZANA NONGQAYI

FULL NAMES

AND

ZAMUXOLO SHASHA

MUNICIPAL MANAGER
THE EMPLOYEE OF THE MUNICIPALITY

FOR THE

FINANCIAL YEAR: 1 July 2025 - 30 JUNE 2026



PERFORMANCE AGREEMENT

ENTERED INTO BY AND BETWEEN:

The AMAHLATHI Local Municipality herein represented by NOMAKHOSAZANA NONGQAYI in her capacity as MAYOR (hereinafter referred to as the Employer or Supervisor)

And ZAMUXOLO SHASHA, Employee 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 the parties to conclude an annual performance agreement.
- 1.3 The parties wish to ensure that they are clear about the goals to be achieved, and secure the commitment of the Employee to a set of outcomes that will secure local government policy goals.
- 1.4 The parties wish to ensure that there is compliance with Sections 57(4A), 57(4B) and 57(5) of the Systems Act.

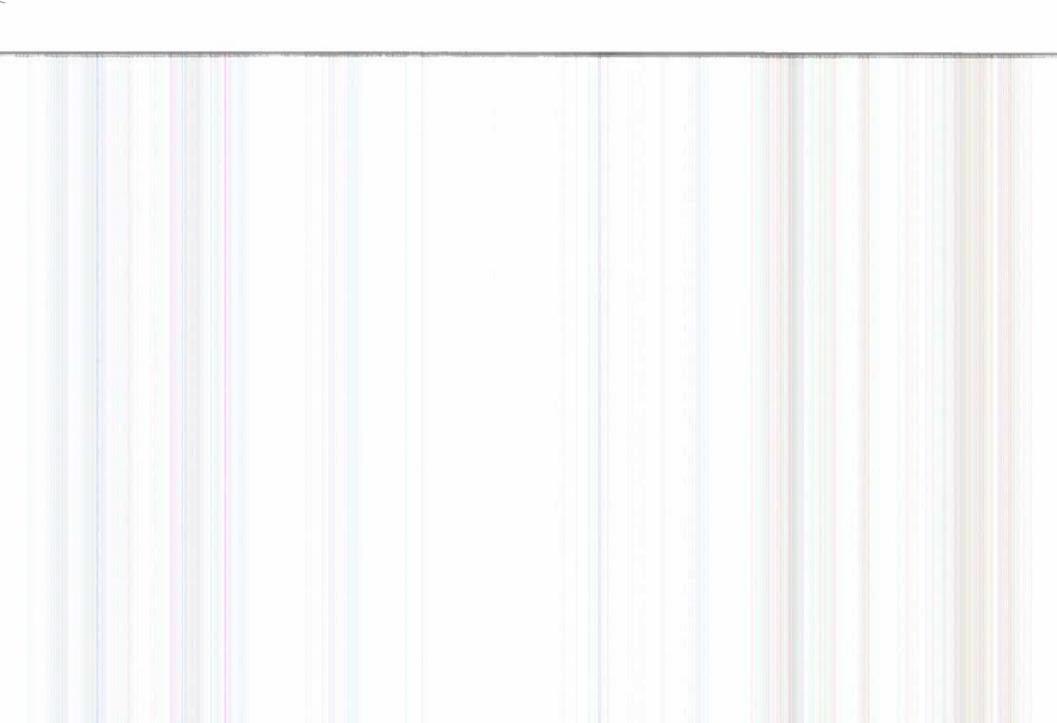
PURPOSE OF THIS AGREEMENT

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The purpose of this Agreement is to -

- comply with the provisions of Section 57(1)(b),(4A),(4B) and (5) of the Act as well as the employment contract entered into between the parties;
- 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 accountabilities 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 or her 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.

ယ COMMENCEMENT AND DURATION

- <u>က</u> parties for the next financial year or any portion thereof. Performance Agreement, Performance Plan and Personal Development Plan shall be concluded between the This Agreement will commence on the 1 July 2025 and will remain in force until 30 June 2026 thereafter a new
- 3.2 the beginning of each successive financial year Performance Agreement and Performance Plan that replaces this Agreement at least once a year by not later than The parties will review the provisions of this Agreement during June each year. The parties will conclude a new
- ယ This Agreement will terminate on the termination of the Employee's contract of employment for any reason.
- 3.4 applicability of the matters agreed upon The content of this Agreement may be revised at any time during the above-mentioned period to determine the
- 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

- 2 The Performance Plan (Annexure A) sets out-
- 4.1.1 the performance objectives and targets that must be met by the Employee; and
- the time frames within which those performance objectives and targets must be met
- The performance objectives and targets reflected in Annexure A are set by the Employer in consultation with the

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(SDBIP) and the Budget of the **Employer**, and shall include key objectives; key performance indicators; target dates and weightings:

- 4.2.1 The key objectives describe the main tasks that needs 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
- c. 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

- a. 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.
- b. 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.
- c. 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 must be assessed against both components, with a weighting of 80:20 allocated to the Key Performance Areas (KPAs) and the Core Competency Requirements (CCRs) respectively.
- 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.
- The Employee's assessment will be based on his / her performance in terms of the outputs / outcomes (performance indicators) identified as per attached Performance Plan (Annexure A), which are linked to the KPA's, and will constitute 80% of the overall assessment result as per the weightings agreed to between the Employer and Employee:

Key Performance Areas (KPA's)	Weighting
Basic Service Delivery	20
Municipal Financial Viability and Management	10
Good Governance and Public Participation	60
Local Economic Development (LED)	5
Municipal Institutional Development and Transformation	5
Total	100%

- 5.7 In the case of managers directly accountable to the municipal manager, key performance areas related to the functional area of the relevant manager, must be subject to negotiation between the municipal manager and the relevant manager.
- i. The standard of performance for each employee shall be assessed based on the evidence submitted for supporting the achievement of a set annual target using the following scale:

PERFORMANCE SCORING SUGGESTED BY THE REGULATIONS (2006)

Level	Performance Rating Score	Terminology	Description
رب د	166	Outstanding performance	Performance far exceeds the standard expected of an employee at this level. The appraisal indicates that the Employee has achieved above fully effective results against all performance criteria and indicators as specified in the PA and Performance plan and maintained this in all areas of responsibility throughout the year.
4	133	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.
ယ	100	Fully effective	Performance fully meets the standards expected in all areas of the job. The appraisal indicates that the Employee has fully achieved effective results against all significant performance criteria and indicators as specified in the PA and Performance Plan.



<u> </u>	N
₩ ₩	66
Unacceptable performance	Performance not fully effective
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.	Performance is below the standard required for the job in key areas. Performance meets some of the standards expected for the job. The review/assessment indicates that the employee has achieved below fully effective results against more than half the key performance criteria and Indicators as specified in the PA and Performance Plan.

5.8 The CCRs will make up the other 20% of the Employee's assessment score. CCRs which are competencies that cuts across all levels of work in a municipality and are agreed to between the Employer and Employee.

conditions of Employment of Senior Managers: Below is a list of Leading and Core competencies as stipulated in the Local Government: Regulations on appointment and

LEADING COMPETENCIES: Ingling Strategic Direction and Leadership Strategic Direction and Management People Management Programme and Project Improgramme and Project Improved and Project Improved and Programme and Project Improved and Programme and Project Improved and Project Improved Amanagement Programme and Project Improved Amanagement Improved	COMPETENCY FRAMEWORK FOR SENIOR MANAGERS	RK FOR SENIOR N	MANAGERS		
and Project	••	Achievement Level	Weight	SELF SCORING SCORE (HOD)	FINAL SCORE MM
and Project	Impact and	Superior	8.3		
and Project	Influence				
and Project	Institutional	Advanced			
and Project	Performance				
gement •	Management	Competent			
gement •	Strategic Planning				
gement •	and Management	Basic			
gement • I	Organisational				
gement • I	Awareness				
gement • I	Human Capital	Superior	8.3		
gement • I	Planning and				
gement • I	Development	Advanced			
gement • I	Diversity				
gement • I	Management	Competent			
and Project	Employee				
and Project	Relations	Basic			
and Project	Management				
and Project	Negotiation and				
and Project					
and Project	Dispute				
and Project	Dispute Management	Superior	8.3		
and Project	Dispute Management Program and				
	Dispute Management Program and Project Planning	Advanced			
	Dispute Management Program and Project Planning and				
• Se	Dispute Management Program and Project Planning and Implementation				
Management	Dispute Management Program and Project Planning and Implementation Service Delivery	Competent			



		Management	Knowledge and Information				Analysis and Innovation			9	Planning and Organising				Moral Competence	COMPETENCIES			Governance Leadership				Change Leadership				Financial Management			
Basic	Competent	Advanced	Superior	Basic	Competent	Advanced	Superior	Basic	Competent	Advanced	Superior	Basic	Competent	Advanced	Superior	Achievements Levels	Governance	 Cooperative 	Compliance Management	Risk and		 Change Impact Monitoring and Evaluation 	Process Design and Improvement		Change Vision	Reporting and		Financial Strategy	Budget Planning and Execution	Project Monitoring and Evaluation
			8.3				8.3		·		8.5				ထ	Weight	Basic	Competent	Advanced	ouperior	Ciporior	Basic	Advanced	> (6	Superior	D	Competent	Advanced	Superior	
														-		SELF- SCORING- HOD				0.0	0			Ċ	۵				8.3	
	-															FINAL SCORE														



Total				Results and Quality			-	Communication
	Basic	Competent	Advanced	Superior	D C C C C C C C C C C C C C C C C C C C	Comnetent	Advanced	Superior
100%				8.3			·	8.3

Achievement Level Descriptions

The achievement levels indicated in the table below serves as a benchmark for appointments, succession planning and development interventions.

- i. Individuals falling within the Basic range are deemed unsuitable for the role of senior manager, and caution should be applied in promoting and appointing such persons.
- ii. Individuals that operates in the Superior range are deemed highly competent and demonstrate an exceptional level of practical knowledge, attitude and quality. These individuals should be considered for higher positions, and should be earmarked for leadership programs and succession planning.

ACHIEVEMENT LEVELS	RATING	ACHIEVEMENT LEVELS
Basic	1-2	Applies basic concepts, methods, and understanding of local
		government operations, but requires supervision and
		development intervention
Competent	ω	Develops and applies more progressive concepts, methods
		and understanding. Plans and guides the work of others and
		executes progressive analyses
Advanced	4	Develops and applies complex concepts, methods and
		understanding. Effectively directs and leads a group and
		executes in- depth analyses
Superior	C71	Has a comprehensive understanding of local government
		operations, critical in shaping strategic direction and change,
		develops and applies comprehensive concepts and methods

6. EVALUATING PERFORMANCE

- 6.1 The Performance Plan (Annexure A) to this Agreement 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 must be documented in a Personal Development Plan as well as the actions agreed to and implementation must take place within set time frames.
- 6.4 The 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 should be assessed according to the extent to which the specified standards or performance indicators have been met and with due regard to ad hoc tasks that had to be performed under the KPA.
- (b) An indicative rating on the five-point scale should be provided for each KPA
- (c) The applicable assessment rating calculator (refer to paragraph 6.5.3 below) must then be used to add the scores and calculate a final KPA score.

6.5.2 Assessment of the CCRs

- (a) Each CCR should be assessed according to the extent to which the specified standards have been met.
- (b) An indicative rating on the five-point scale should be provided for each CCR.
- (c) This rating should 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) must then be used to add the scores and calculate a final CCR score.

6.5.3 Overall rating

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

For purposes of evaluating the annual performance of the municipal manager, an evaluation panel constituted of the following persons must be established -

6.6 6

- 6.6.1 Executive Mayor or Mayor;
- 6.6.2 Chairperson of the performance audit committee or the audit committee in the absence of a performance audit committee;
- 6.6.3 Member of the mayoral or executive committee or in respect of a plenary type municipality, another member of council;





- 6.6.4 Mayor and/or municipal manager from another municipality; and
- 6.6.5 Member of a ward committee as nominated by the Executive Mayor or Mayor.
- 6.7 For purposes of evaluating the annual performance of managers directly accountable to the municipal managers, an evaluation panel constituted of the following persons must 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 or executive committee or in respect of a plenary type municipality, another member of council; and
- 6.7.4 Municipal manager from another municipality.
- 6.8 The manager responsible for human resources of the municipality must provide secretariat services to the evaluation panels reflected on paragraph 6.6 and 6.7 above as referred to in sub-regulations (d) and (e).

7. SCHEDULE FOR PERFORMANCE REVIEWS

7.1 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:

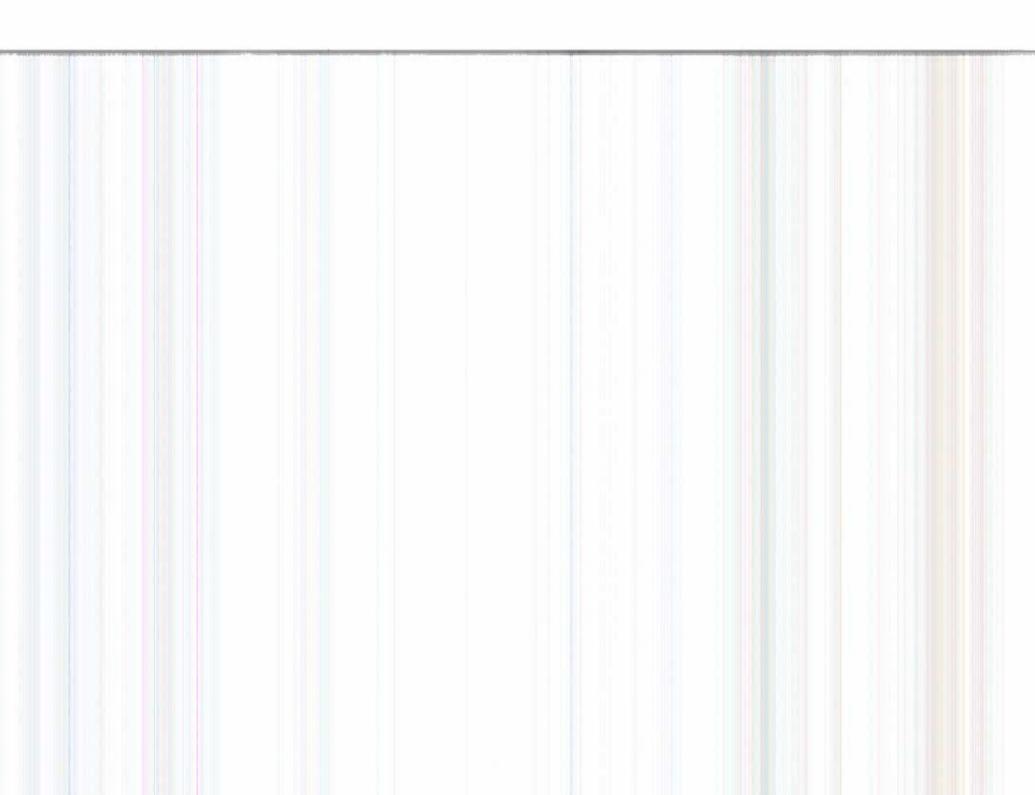
Four	Thire	Seco	First	INTE
Fourth quarter	Third quarter	Second quarter	First quarter	INTERVAL
April - June	January - March	October - December	July- September	PERIOD
18 of July	18 of April	18 of January	18 of October	EVALUATION DEADLINE

- 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 any such change is made.

8. DEVELOPMENTAL REQUIREMENTS

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





PEKFUKMANCE AGKEEMENT

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 / her 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 reasonably require from time to time to assist him / her 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 Commit 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 5% to 14% of the all-inclusive annual remuneration package may be paid to the Employee in recognition of the outstanding performance to be constituted as follows:
- 1 3 3 assessment rating calculator. The performance bonus percentage are determined by calculating the overall rating using the applicable

12. REWARDING EMPLOYEE PERFORMANCE

Municipal Manager and section 56 Managers

A performance bonus, based on affordability may be paid to the employees, after:

- the annual report for the financial year under review has been tabled and adopted by the municipal council
- an evaluation of performance in accordance with the provisions of Municipal Performance Regulation for Municipal Managers and Managers directly accountable to Municipal Managers (23) of 2003 has been conducted.
- ယ approval of such evaluation results by the municipal council as a reward for a level of performance deserving of a performance bonus in terms of the bonus criteria
- + In cases where a Municipal Manager and/or Head of Department joins or leave the municipality within the cycle (1July -30 June), a Pro Rata calculated bonus will be rewarded provided the employee has undergone quarterly reviews.
- Ģ, post to which the employee is permanently appointed, based on the employee's salary notch on 30 June of the cycle employee has undergone quarterly reviews, a pro rata performance bonus must be calculated at the salary level of the In cases where an employee is Acting or Seconded in a Municipal Manager or section 56 Managers' positions and the under review.

The quantum of the bonus payable shall be as follows;

If (Bonus Score > = 146 - 149) bonus = 9% If (Bonus Score > = 150 - 153) bonus = 10% If (Bonus Score > = 154 - 157) bonus = 11% If (Bonus Score > = 158 - 161) bonus = 12% If (Bonus Score > = 162 - 165) bonus = 13% If (Bonus Score > = 166 - plus) bonus = 14%	If (Bonus Score > = 130 - 133) bonus = 5% If (Bonus Score > = 134 -137) bonus = 6% If (Bonus Score > = 138 -141) bonus = 7% If (Bonus Score > = 142 - 145) bonus = 8%
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- 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 or her 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 or her duties.

12. DISPUTE RESOLUTION

- 12.1 priorities, methods of assessment and/ or any other matter provided for, shall be mediated by -Any disputes about the nature of the Employee's performance agreement, whether it relates to key responsibilities.
- 12.1.1 the MEC for local government in the province within thirty (30) days of receipt of a formal dispute from the Employee; or
- 12.1.2 any other person appointed by the MEC
- 12.1.3 In the case of managers directly accountable to the municipal manager, a member of the municipal dispute from the employee; 27(4)(e) of the Municipal Performance Regulations, 2006, within thirty (30) days of receipt of a formal council, provided that such member was not part of the evaluation panel provided for in sub-regulation
- 12.1.4 The MEC for Local Government and the Mayor, respectively, shall have the final say with regard to the Municipal Manager's and the Section 57 Managers' assessment respectively
- 12.1.5 In the case of staff other than the Municipal Manager or the Section 57 Managers, the fact of nonresolution mechanism as embodied in the relevant Collective Agreement. consensus together with the necessary evidence shall be escalated in line with the municipality's dispute

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



13.3 The performance assessment results of the municipal manager must be submitted to the MEC responsible for local government in the relevant province as well as the national minister responsible for local government, within fourteen (14) days after the conclusion of the assessment.

Thus done and signed at Struct be won this the oil. day of July 2025

AS WITNESSES:

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EMPLOYEE

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AS WITNESSES:



MAYOR

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IDP REF	료	2,4	3,3					2	***************************************		
OUTCOME 9: A RESPONSIVE, ACCOUNTABLE EFFECTIVE ALL EFFECTI			Output 5: Deepen democracy through a refined ward committee model.				NDP 9 and 12 NDP 6 AND 8				
NATIONAL STRATEGIC R OBJECTIVE/OUTCOME linked to the National Transformation Agenda	Resuscitation and enhancement of the rail and road networks through partnering with custodian departments and approximates.		To Improve the quality of public services as critical to achieving transformation				Develop effective and sustainable stakeholder relations	<i>Pata</i> — (
LOCAL STRATEGIC OBJECTIVE FOR THE 5 YEARS AND BEYOND	To ensure provision of a sustainable road network and public infrastructure within Arnahlathi LM by		To strengthen democracy through improved public participation.			to capacitate Satelite offices as one stop shops for service delivery by 2027	To regularly coordinate provision of a comprehensive and integrated package of services by all spheres of government.	To ensure a clean administration by 2027			
KEY INTERVENTION AREA/FOCUS			PUBLIC PARTICIPATION	2012-01-		MANAGEMENT OF SATELITE OFFICES	INTER- GOVERNIMENTAL RELATIONS	Risk and Internal Auditing			
STRATEGY to achieve the Strategic Objective	Implementation of Monitoring and Evaluation Policy	Implementation of Financial Improvement Plan	Public Participation Action Plan		Implementation of Public Participation Policies	Ensunng Cluster Wirde Comprehensive Development	Strengtherning of IGR structures	Strengthening systems and mechanisms relating to governance processes, risks management and internal controls			
KEY PERFORMANCE INDICATOR	No of reports on implementation of MIG funded (capital) projects	No. of reports outlining 10% increase on revenue based on implementation of Financial Improvement Plan	No. of reports analyzing public participation trends which is a second sec	by	= 3	No. of Ward Based Service Delivery Plans	No. of IGR meetings Convened	No. of risk management management reports reflecting a reflecting a total of total of 80% management of 80% implementation implementation of of risk management risk management action plans (actions due and actions overdue) submitted	No. of Kusk Committee meetings organised during 2025/26	No. of risk based internal audit assignments conducted in 2025/26 financial year	No. of compliance based internal audit assignments conducted in 2025/26 financial year
Annual Target 1 Jul 2025-30 Jun 2026	4 reports on implementation of capital projects	4 reports outlining 10% increase on revenue based on implementation of Financial Improvement Plan	4 reports analyzing public participation brends	social mediae on social media following by the end of the financial year	50 55	Five ward based plans developed	4 Broader IGR Meetings Convened	L/A	4 Hist. Committee meetings organised during 2025/26	8 risk based internal audit assignments conducted in 2025/26 financial year	7 complance based internal audit assignments conducted by 30 June 2026
2025 BASELINE	4 reports	New indicator	New Indicator	SOUT DROWERS	Petiton Policy. Petiton Framework and Petition register	New indicator	Approved IGR Strategy	Risk Management Policy, 4 quarterly risk meetings convened in 2024/25	4 Risk committee meetings held during 2024425	7 risk based internal audit assignments conducted in 2024/25 financial year	6 compliance risk based internal audit assignments conducted in 2024/25 financial year
26 SERVICE DE	monitoring KPA 2: MUI	Implementation of Financial Improvement Plan	Implementation of public participation	or and POSIDORING	Preparation and submission of petition management slatus reports to council.	Coordination of satelite offices	Broader IGR Forum meeting	E 2 3 60 10 10 10 10 10 10 10 10 10 10 10 10 10	Risk Monitoring and Reporting	Implementation of the RBIA plan	Compliance based internal assignment
USCOA BUGGET	nonitoning MIG and Capital				Opex	Opex	Opex		Opex	Opex	Opex
E DELIVERY AND BUDGET IMPLEM MSCOA Budget Quarter One 1 Jul 2025-30 Sept 2025	1 report on implementation of capital projects		ng ng	9		Situational Analysis submitted to the Standing Committee	1 IGR meeting Convened	ad one	1 Risk committee meehing organised by 30 Sept 2025	3	2 Compliance Audit conducted by 30 Sept 2025
2025/26 SERVICE DELIVERY AND BUDGET IMPLEMENTATION PLAN E Project MSCOA Budget Quarter One Means of welf cabon 1 Jul 2025-30 Sept 2025 BASIC SERVICE DELIVERY & INFRASTRUCTURE DEVELOPMENT (WEIGHT 10%)	~ ~ ~ ~	1. Ouarterly report reflecting revenue increase 2. System printbut reflecting revenue for previous financial and responding period.	Report Signed by HOD submitted to the Speaker	3. "	Quarterly petition Status report signed by Hod Proof of submission Council Register of received and acknowledged petitions with dates	Situational Analysis Report Signed by HOD Proof of submission to the standing Committee	Signed Minutes on Convened IGR forum Attendance register	Risk management quarterly status report reflecting a total of 80% implementation of risk management action plans (Actions due and Actions overdue) signed-off by HOD	Risk Management Committee Meeting Invite. Email circulating Risk Committee Meeting Committee Meeting Pack (Risk Management Report, Compliance Report, Compliance Report, Agenda, Minutes and	Risk Based Internal Audit Reports Signed off by CAE	Internal Audit Report on review of 2024/25 Q4 performance report 2 Internal Audit Report on review of 2024/25 Annual Performance Report
1 Oct 2025- 31 Dec 2025	1 report on implementation of capital projects	I report outlining 10% increase on revenue based on implementation of Financial Improvement Plan		baseline of followers exceeded by 190 more g followers	Ouarterly petition Management status report (1st quarter petitions) submitted to Council	Identification and Training of the five wards	1 IGR meeting Convened	1 risk management report reflecting a le lotal of 80% implementation of risk management action plans (action plans due and actions overdue)	1 Risk committee meeting organised by 31 Dec 2025	2 Risk based internal audit assignments conducted by 31 Dec 2025	2 Compliance Audit canducted by 31 Dec 2025
Means of verification	Signed report Expendiure report	Quarterly report reflecting revenue increase 2.System prentur reflecting revenue for previous financial and resporting period	Report Signed by HOD submitted to the Speaker	Report Signed by HOD Screenshot of the facebook page showing the following	Quarterly petition status report signed by Hod Proof of submission to Council Register of received and acknowledged petitions with dates	List of wards for which ward based plans will be done. Proof of Training	Signed Minutes on Convened IGR forum Attendance register	1. Risk management quarterly status report reflecting a total of 80% irruplementation of risk management action plans (Actions due and Actions overdue) signed-off by	1 Risk Management Committee Meeting Invite 2. Email circulating Risk Committee Meeting Pack (Risk Management Report, Compilance Report, Compilance Report, Agenda, Minutes and Agenda, Minutes and	Risk Based Internal Audit Reports Signed off by CAE	I. Inlernal Audit Report on Review of 2025/26 Q1 Performance Report Internal Audit Report on review of Municipal
1 Quarter Three 1 Jan 2026 - 31 Mar 2026	1 report on implementation of capital projects	1 report outlining 10% increase on revenue based on implementation of Financial Improvement Plan	THE RESERVE OF THE PERSONNEL PROPERTY.	baseline of followers exceeded by 285 more followers	I quarterly petition Management status report (2nd quarter petitions) submitted to Council	5 Draft ward based Plans	1 IGR meeing Convened		1 Risk committee meeting organised by 31 Mar 2026	2 Risk based interna audit assignments conducted by 31 Mar 2026	t 2 Compliance Audit conducted by 31 Mar 2026
Means of verticable	Signed report on implementation of capital projects System generated Expenditure report	I. Quarterly report reflecting revenue increase 2.5ystem printbut reflecting revenue for previous financial and reporting period	Report on public participation trends Signed by HOD submitted to the Speaker	Report on social media following Sign by HOD Screenshot of the facebook page showing the following	Quarterly petition Adults report signed by Hod Proof of submission Council Register of received and acknowledged pebbons with dates	Report on progress of ward based plans development Signed by HOD. S Draft Ward Based Plans	Signed Minutes on Convened IGR forum Attendance register		Risk Management Committee Meeting Invite Committee Meeting Invite Email circulating Risk Committee Meeting Pack (Risk Management Report Compilance Report Agenda, Minutes and	Risk Based Internal Audit Reports Signed off by CAE	L Internal Audit Report on Review of 2025/26 O2 Performance Report 2. Internal Audit Report on Review of 2024/25 Annual Report
n Quarter Four 1 Apr 2126-30 Jun 2026	i report on implementation of capital projects	1 report outlining 10% increase on revenue based on implementation of Frinancial Improvement Plan	gion	baseline of followers ed exceeded by 380 more followers	1 quarterly petition y Management status period (3rd quarter n petitions) submitted to Council	Approval of 5 Ward Based Plans	I IGR meeting Convened		1 Risk committee meeting organised by 31 Mar 2026	2 Risk based internal audit assignments conducted by 30 Jun 2026	1 Compliance Audit conducted by 30 June 2026
Means of verification	Signed report on implementation of capital projects System generated Expenditure report	1. Quarterly report reflecting revenue increase continues 2. System printout reflecting revenue for previous financial and reporting period.	Report on public participation trends Signed by HOD submitted to the Speaker	Report on social media I following Signed by HOO lollowing Signed by HOO 2. Screenshot of the facebook page showing the following	Ouarterly petition status report signed by Hod Proof of submission to Council Register of received and acknowledged petitions with dates	S Ward Based Plans each Signed by the Ward Councillor Proof of approval by the ward committee	Signed Minutes on Convened IGR forum Attendance register	Risk management quarterly status report reflecting a lotal of 80%, implementabon of risk management actions plans (Actions due and Actions overdue) signed off by HOD	1. Risk Management Committee Meeting Invite. 2. Email circulating Risk 2. Email care Meeting Pack Report Compliance Report Compliance Report Agenda, Minutes and Resolutions of the	Risk Based Internal Audit Reports Signed off by CAE	1. Internal Audit Report 1
Responsibility	Municipal Manager	All HODs		ia Municipal Manager D	Municipal Manager	Municipal Manager	Municipal Manager	Ali HODs	Kunicipal Manager	it Municipal Manager	Municipal Manager 13
KPI NO KPI	1,1,11	2,4,3 10		31.23 31.73	3,1,3 3,75	3.2,1	3,3,1 3,75	3,4,1 3,75	3,4,2 3,75	5.3 3.5 5.0 5.7 7.7 7.7	(42) -26- -26- -26- -27- -27- -27- -27-
KPI welght	20		01	O)	G,	U)	Ųn.	UI.	G.	ųs.	O.

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				2000 101110			1900.00				Inited to the National THE 5 YEARS AND AREAFOCUS Transformation Agenda BEYONO
DATE DATE	DATE	To develop and implement effective and compliant frameworks to improve planning and performance management by 2022 and beyond	To building resilient smart towns		To ensure proactive and effective communication	To ensure quality life through integrated welfare services for the children, women, youth, elderly, people		Ensure effective & IMINICIPAL efficient resolution of LEGAL MATTERS legal matters			THE 5 YEARS AND BEYOND
		Planning and Monitoring	Small Town Regeneration		COMMUNICATION	NTERVENTIONS FOR DESIGNATED SROUPS		MUNICIPAL LEGAL MATTERS			AREA/FOCUS
		Promote accountability whilst creating high performance throughout the organisation	Marketing the Master & Precinct Plans for the 4 lowns		Building and positioning well the municipality brand	Development and Implementation of Strategy on Special Programmes	Develop ingation managemen Strategy	Develop of compliance register and compliance plan			Strategic Objective
	Number of reports/documents submitted by HOOS to IDP/PMS unit as per approved not the first that the submitted to the submitted by the submitted to the submitt	No of progress It reports an Implementation of approved IDPBudgetPMS process plan submitted to Standing committee	No of Publications marketing the Master Presinct Plan	No of Publications on Facebook gromoting Amahlathi Local Municipality	No. of newsletters developed and published on website and municipal facebook page	No. of SPU Forums Established, Supported and Capacitated	No. of reports on legal matters and their status with financial implications submitted to council	No. of compliance reports developed by HODs and submitted to internal audit within 3 working days after the end of each	No. of audit committee meetings organised by 30 June 2026	No. of Anti Corruption, fraud and internal audit awareness sessions conducted by 30 June 2026	NOICATOR
	15 reports submitted by HODS to IDP/PMS unit as per approved IDP/BudgetPMS	2 progress reports on Implementation of approved IDPRudge/PNS process plan submitted to Standing committee	4 Publications marketing the Master n Presinct Plan	40 Publications on Facebook promoting Amahlathi Local Municipality		7 SPU Forums Established, Supported and Capacitated	65.834	4 compliance reports developed by HODs and submitted to the internal audit within 3 working days after the end of each quarter		2 Anti Corruption, fraud and internal audit awareness sessions conducted by 30 June 2026	
	Compliance reports submitted submitted submitted for to Council in 2024/25	Approved 2025/26 Approved 2025/26 of IDPBudgetPMS process plan.	New Indica	New Indicator	4 News letters developed in 2024/25	New Indicator		100% Implementation of d completence plan in 2022/23		2 Anti Corruption and fraud awareness Sessions held	
	Strengthening internal controls	Monitoring implementation of approved IDP/Budget/PMS process plan.	Mar	Improving Municipal Brand Image	Development and Publication a quarterly newsletter	Implementation of the SPU strategy	Legal cases management	Implementation of compliance management	Audit and Performance Committee Meeting	id Internal audit and risk awareness	
	Орех	Opex	Opex	Opex	Opex	Ореж	Opex	Opex	472500 s	20006	
	4 reports submitted by HODS to IDP/PMS unit as per approved IDP/BudgetPMS	WA DEVELOP	7 -		1 quarterly newsletters developed and published on website and municipal facebook page	2 SPU Forems established and Capacitated	Freport on legal matters and their status with financial implications and legal opinion	1 compliance reports developed by HODs and submitted to the internal audit within 3 working days after the end of quarter 1	2 Audd Committee Meetings held by 30 Sept 2025	WA	1 Jul 2025-30 Sept 2025
	1.Copies of reports submitted r 2 Proof of submission to IDP/PMS	WA (WEIGHE 5%)	Pro	1. Proof of publication g on face book	Copy of the newsletter Proof of publication to di website or municipal facebook page or both	Report submitted to the Standing Committee. Proof of capacity building		ts 1. Compliance reports s developed by HODs and submitted to and submitted to 3. Internal Audit within 3 working days after the end of each quarter. 2. Proof of submission	日のきっきのカー	NJA	
	3 reports submitted by HODS to IIDP/PMS unit as per approved IDP/Budget/PMS	NA	1 Publication on the Master Presinct Plan	10 publications on Facebook promoting Amahlathi Local Municipality	1 quarterly newsletters developed and I published on website and municipal facebook page	1 SPU Forums established and Capacitated	1 report on legal matters and their status with financial implications	1 compliance reports developed by HODs and submitted to the internal audit within 3 working days after the end of	1 Audit Committee Meetings held by 31 December 2025	1 Anti Corruption and Fraud awareness session held by 31 Dec 2025	•
	Copies of reports submitted Proof of submission to IDP/PMS	N/A	Publication on the Proof of publication Master Presinct Plan	Proof of publication on facebook	Copy of the newsletter Proof of publication of website or municipal facebook page or both	Report submitted to the Standing Committee. Proof of capacity building	Signed Legal with financial implications and opinion or each case reported	1 Compliance reports developed by HOOs and submitted to Internal Audit within 3 working days after the end of each quarter. 2. Proof of submission		I. Invitation Programme/ Agenda Attendance register A. Report	
		1 progress report on Implementation of approved IDP/Bidget/PMS process plan submitted to Standing committee	1 Publication on the Master Presinct Plan	10 publications on Facebook promoting Amahlathi Local Municipality	1 quarterly newstetters developed and all published on website h and municipal facebook page	2 SPU Forums established and Capacitated	Treport on legal matters and their status with financial implications	1 compliance report developed by HOD and submitted to the internal audit within working days after the end of quarter 3		da WA	1 Jan 2026 - 31 Mar 2026
	5 reports submitted 1.Copies of reports by HODS to IDP/PMS submitted unit as per approved 12. Proof of submission IDP/Budget/PMS plan to IDP/PMS	Signed progress report on implementation of approved inDr/BudgetPMS 2. Proof of submission to standing Committee to standing Committee.	Proof of publication	Proof of publication an facebook	Copy of the newsletter newsletter Proof of publication of website or "unicipal facebook page or both	1. Report on established SPU forums submitted to the Standing Committee. 2. Proof of capacity	Signed Legal with financial implications and opinion on each case reported.	ts 1. Compliance reports developed by HOOs and submitted to 3 Internal Audit writin 3 working days after the end of each quarter 2. Proof of submission	Audit and Performance Committee Meeting Invite (Invite) Email circutating Audit and Performance Committee Meeting	NOA	
	3 reports submitted b HODS to IDP/PMS unit as per approved IDP/Budget/PMS pla	i progress report on Implementation of approved IDP/Budget/PM/S process plan submitted to Standing n committee e	1 Publication on the Master Presinct Plan	10 publications on Facebook promoting Arnahlathi Local Municipality	1 quarterly newsletters develope and published on website and municipa facebook page	2 SPU Forums established and Capacitated	1 report on legal matters and their status with financial implications		1 Audit Committee Meetings held by 3® June 2026	1 Internal audit awareness session held by 30 June 2026	30 Jun
	y 1. Copies of reports submitted 2. Proof of submission to IDP/PMS	Signed progress report Municipal Manager on implementation of approved IDP/Budget/PMS process plan 2. Proof of submission to standing Committee	1 Publication on the Master Presinct Plan	Proof of publication on facebook	Copy of the newsletter d 2 Proof of publication of website or municipal if facebook page or both	Report on established SPU forums submitted to the Standing Committee. Proof of capacity building	Signed Legal with financial implications and opinion on each case reported		Audit and Performance Committee Meeting Invite (Invite). Email circulating Audit 2. Email circulating Audit and Performance Committee Meeting Pack (Agenda and reports) Mandas as Banktis on	Invitation Programme/ Agnida Attentiance register Report	
	A]] HODs	ort Municipal Manag	Municipal Manager	m Municipal Manager	er Municipal Manager of	Municipal Manager to e.	Municipal Manager	Afunicipal Manager	ite Municipal Manager	Municipal Manager	
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