

PERFORMANCE AGREEMENT

MADE AND ENTERED INTO BY AND BETWEEN:

THE MUNICIPALITY OF **KWADUKUZA**,
AS REPRESENTED BY THE ACCOUNTING OFFICER

MR N. J MDAKANE
MUNICIPAL MANAGER

AND

MRS P.S. MNTAKA
EXECUTIVE DIRECTOR: CORPORATE SERVICES

FOR THE

FINANCIAL YEAR: 1 JULY 2025 – 30 JUNE 2026

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ENTERED INTO BY AND BETWEEN:

The Municipality of **KwaDukuza**, herein represent by **Mr N. J Mdakane** in his capacity as **Municipal Manager** (hereinafter referred to as the Employer or Accounting Officer)

and

**MRS P.S MNTAKA: EXECUTIVE DIRECTOR:
CORPORATE SERVICES**
of **KwaDukuza** (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 of the Local Government: Municipal Systems Acts 32 of 2000 ("the System Act"). The Employer and the Employee are hereinafter referred to as "the Parties".
- 1.2 Section 57 of the Systems Act, read with the Contract of Employment concluded between the parties to conclude an annual performance agreement.
- 1.3 The parties wish to ensure that they are clear about the goals to be achieved and secure the commitment of the Employee to a set of outcomes that will secure local government policy goals.
- 1.4 The parties wish to ensure that there is compliance with the relevant Sections of the Systems Act.

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2. PURPOSE OF THIS AGREEMENT

The Purpose of this Agreement is to:

- 2.1 Comply with the provisions of the Systems Act as well as the Contract of Employment entered into 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 accountabilities as set out in the 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 Appropriately reward the Employee in accordance with the Employer's performance management policy in the event of outstanding performance; and
- 2.7 Give effect to the Employer's commitment to a performance-orientated relationship with it's Employee in attaining equitable and improved service delivery.

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3. COMMENCEMENT AND DURATION

- 3.1 This Agreement will commence on the **1 July 2025** and will remain in force until **30 June 2026**. 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 during June each year. The parties will conclude a new Performance Agreement and Performance Plan that replaces this Agreement at least once a year by not later than the beginning of each successive financial year.
- 3.3 This Agreement will terminate on the termination of the Employee's contract of employment for any reason.
- 3.4 The content of this Agreement may be revised at any time during the abovementioned period to determine the applicability of the matters agreed upon.
- 3.5 If at any time during the validity of this Agreement the work environment alters (whether as a result of government or council decisions or otherwise) to the extent that the contents of this Agreement are no longer appropriate, the contents shall immediately be revised.

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4. PERFORMANCE OBJECTIVES

4.1 The Performance Plan 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 the performance plan is set by the employer in consultation with the employee and based on the Integrated Development Plan and the Budget of the municipality and shall include key objectives; key performance indicators; target dates and weightings.

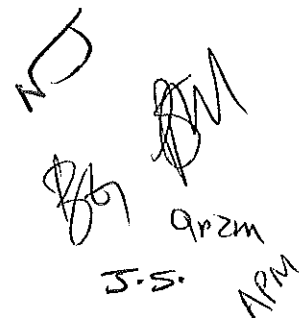
4.3 The key objectives describe the main tasks that need to be done. The key performance indicators provide the details of the evidence that must be provided to show that a key objective has been achieved. The target dates describe the timeframe in which the work must be achieved. The weightings show the relative importance of the key objectives to each other.

4.4 The Employee's performance will, in addition, be measured in terms of contributions to the goals and strategies set out in the Employer's Integrated Development Plan.

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5. **PERFORMANCE MANAGEMENT SYSTEM**

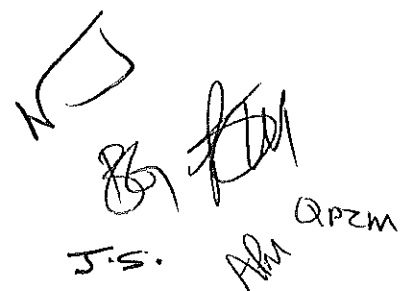
- 5.1 The Employee agrees to participate in the Performance Management System that the Employer adopts or introduces for the municipality.
- 5.2 The Employee accepts that the purpose of the Performance Management System will be to provide a comprehensive system with specific performance standards to assist the Employer, management, and municipal staff to perform to the standards required.
- 5.3 The Employer will consult the Employee about the specific performance standard that will be included in the Performance Management System as applicable to the Employee.
- 5.4 The Employee undertakes to actively focus towards the promotion and implementation of the Key Performance Areas (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 must be assessed consist of two components, both of which must be contained in the performance agreement. 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. Each area of assessment will be weighted and will contribute a specific part to the total score. KPAs covering the main areas of work will account for 80 % and CCR s will account for 20 % of the final assessment.
- 5.6 The employee's assessment will be based on his or her performance in terms of the outputs/outcomes (performance indicators) identified as per the performance plan which are linked to the KPA's, which constitute 80% of the overall assessment result as per the weightings agreed to between the employer and employee.

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KEY PERFORMANCE AREAS (KPA'S)	WEIGHTING
Spatial Planning & Environmental Management	—
Basic Service Delivery	3%
Local Economic Development (LED)	3%
Municipal Financial Viability and Management	18%
Good Governance and Public Participation	30%
Municipal Transformation and Institutional Development	46%
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.
- 5.8 The Competency Framework (CF) will make up the other 20% of the employee's assessment score. The Competency Framework as contained in the Local Government Regulations on Appointment and Conditions of Employment of Senior Managers, 2014 must be used for this purpose. The Regulations state that there is no hierarchal connotation to the structure and all competencies are essential to the role of a Senior Manager to influence high performance. All competencies must therefore be considered as measurable and critical in assessing the level of a Senior Managers performance.

Competency Framework Structure (Competency Descriptions attached as Annexure B)



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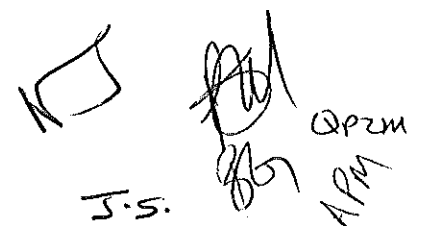
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The competencies that appear in the competency framework are detailed below :-

Leading competencies		Weighting in %
Strategic Direction and Leadership	<ul style="list-style-type: none"> • Impact and Influence • Institutional Performance Management • Strategic Planning and Management • Organisational Awareness 	20
People Management	<ul style="list-style-type: none"> • Human Capital Planning and Development • Diversity Management • Employee Relations Management • Negotiation and Dispute Management 	10
Program and Project Management	<ul style="list-style-type: none"> • Program and Project Planning and Implementation • Service Delivery Management • Program and Project Monitoring and Evaluation 	5
Financial Management	<ul style="list-style-type: none"> • Budget Planning and Execution • Financial Strategy and Delivery • Financial Reporting and Monitoring 	5
Change Leadership	<ul style="list-style-type: none"> • Change Vision and Strategy • Process Design and Improvement • Change Impact Monitoring and Evaluation 	10
Governance & Leadership	<ul style="list-style-type: none"> • Policy Formulation • Risk and Compliance Management • Cooperative Governance 	10
Core competencies		
Moral Competence		10
Planning and Organising		10
Analysis and Innovation		10
Knowledge and Information Management		5
Communication		5
TOTAL WEIGHT		100%



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6. EVALUATING PERFORMANCE

6.1 This Agreement sets out:

6.1.1 The standards and procedures for evaluating Employee's performance; and

6.1.2 The intervals for the evaluation of the Employee's performance.

6.2 Despite the establishment of intervals for evaluation, the Employer may in addition review the Employee's performance at any stage while the contract of employment remains in force.

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.

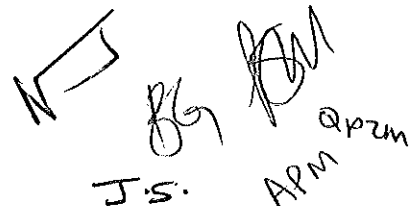
6.5 The annual performance appraisal will involve:

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

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6.5.2 Assessment of the Competency Framework

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

6.5.3 Overall Rating

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

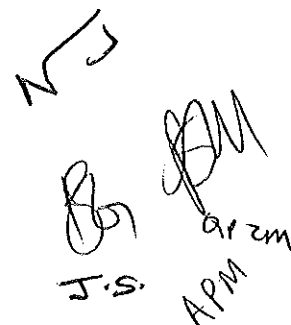
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6.6 The assessment of the performance of the Employee will be based on the following rating scale for KPA's and Competency Framework:

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

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

- (i) Mayor.
- (ii) Chairperson of the performance audit committee.
- (iii) Member of the executive committee.



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- (iv) Mayor and/or municipal manager from another municipality; and
- (v) Member of a ward committee as nominated by the Mayor.

6.8 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 –

- (i) Municipal Manager.
- (ii) Chairperson of the performance audit committee.
- (iii) Member of the executive committee.
- (iv) Municipal manager from another municipality.

6.9 The manager responsible for human resources of the municipality must provide secretariat services to the evaluation panels.

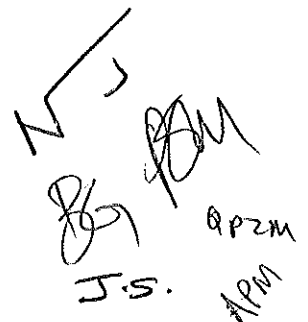
7. SCHEDULE FOR PERFORMANCE REVIEWS

7.1 The performance of the employee in relation to his or her performance agreement must 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
Second quarter	:	October - December
Third quarter	:	January-March
Fourth quarter	:	April-June

7.2 The employer must keep a record of the mid-year review and annual assessment meetings.

7.3 Performance feedback must be based on the employer's assessment of the employee's performance.

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- 7.4 The employer will be entitled to review and make reasonable changes to the provisions of the performance plan from time to time for operational reasons on agreement between both parties.
- 7.5 The employer may amend the provisions of the performance plan whenever the performance management system is adopted, implemented and/or amended as the case may be on agreement between both parties.

8. DEVELOPMENTAL REQUIREMENTS

A personal development plan (PDP) for addressing developmental gaps must form part of the performance agreement.

9. OBLIGATIONS OF THE EMPLOYER

9.1 The Employer must:

- 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 delegates such powers reasonably required by the Employee to enable him/her to meet the performance objectives and targets established in term of this Agreement; and
- 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.

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10. CONSULTATION

- 10.1 The Employer agrees to consult the Employee timeously were 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 above, as soon as is practicable to enable the employee to take any necessary action without delay.
- 10.3 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 ranging from 5% to 14% of the all-inclusive remuneration package may be paid to an employee in recognition of outstanding performance. In determining the performance bonus the relevant percentage is based on the overall rating, calculated by using the applicable assessment-rating calculator; provided that –

The Performance Management Regulations stipulates that a minimum of 130% qualifies for a 5% bonus and a score of 167% qualifies for a 14% performance bonus, since there are amendments made in terms of

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COGTA performance guidelines which have percentages below 130%, the following criteria will be used to cover both the Regulations and the amended COGTA guidelines:

- o A score of 100% -114% is awarded a bonus of 3%
- o A score of 115% -129% is awarded a bonus of 4%
- o A score of 130% -149% is awarded a bonus between 5% - 9%
- o A score of 150% -159% is awarded a bonus of 10%
- o A score of 160% -167% is awarded a bonus between 12% - 14%

The table below stipulates the guidelines on the exact % paid out according to the scores achieved:

Rating score achieved	Percentage score achieved	Bonus paid
1	69% and below	0%
2	70% - 99%	0%
3	100% - 114%	3%
	115% - 129%	4%
4	130% - 135%	5%
	136% - 140%	7%
	141% - 143%	8%
	144% - 149%	9%
5	150% - 159%	10%
	160%- 167%	12% - 14%

11.3 In the case of unacceptable performance, the employer shall –

- (a) provide systematic remedial or developmental support to assist the employee to improve his or her performance; and
- (b) after appropriate performance counselling and having provided the necessary guidance and/or support and

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reasonable time for improvement in performance, and performance does not improve, 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 Any disputes about the nature of the Employee's performance agreement, whether it relates to key responsibilities, priorities, methods of assessment and/or any other matter provided for, shall be mediated by:

(a) In the case of the municipal manager, the MEC for local government in the province within thirty (30) days of receipt of a formal dispute from the employee, or any other person designated by the MEC ; and

(b) In the case of managers directly accountable to the municipal manager, 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 disputes about the outcome of the employee's performance evaluation, must be mediated by –

(a) In the case of the municipal manager, the MEC for local government in the province within thirty (30) days of receipt of a formal dispute from the employee, or any other person designated by the MEC ; and

(b) In the case of managers directly accountable to the municipal manager, a member of the municipal council, provided that such member was not part of the evaluation panel provided for in sub-regulation 27(4)(e) of the Local Government: Municipal Regulations for Municipal Managers & Managers Directly Accountable to Municipal Managers, 2006, within

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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 the performance agreement must be made available to the public by the employer in accordance with the Municipal Finance Management Act, 2003 and Section 46 of the Act.
- 13.2 Nothing in this agreement diminishes the obligations, duties or accountabilities of the employee in terms of his or her employment contract, or the effects of existing or new regulations, circulars, policies, directives or other 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.

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Thus, done and signed at **KwaDukuza** on this the 20 day of **June 2025**.

EMPLOYEE :

Samuela Gbongwe Mutaka
PRINT NAME SIGNATURE

WITNESS 1 : BUNISILE NSIBANGANI [Signature]
PRINT NAME SIGNATURE

WITNESS 2 : Ayanda Miya Ahya
PRINT NAME SIGNATURE

EMPLOYER :

-N.J MDAKANE [Signature]
PRINT NAME SIGNATURE

WITNESS 1 : QINISILE MSWELI [Signature]
PRINT NAME SIGNATURE

WITNESS 2 : John Phaula [Signature]
PRINT NAME SIGNATURE

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PERSONAL DEVELOPMENT PLAN

MUNICIPALITY : KWADUKUZA

INCUMBENT : P.S MNTAKA

SALARY : _____

JOB TITLE : EXECUTIVE DIRECTOR: CORPORATE SERVICES

REPORT TO : MUNICIPAL MANAGER

1. What are the competencies required for this job (refer to competency profile of job description)?
 - Strategic Direction and Leadership
 - People Management
 - Programme Management
 - Project Management
 - Financial Management
 - Change Management
 - Governance Leadership


2. What competencies from the above list, does the job holder already possess?
 - Strategic Direction & Leadership
 - People Management
 - Programme Management
 - Project Management
 - Governance Leadership

3. What then are the competency gaps? (If the job holder possesses all the necessary competencies, complete No's 5 and 6.)
 - Change Management
 - Knowledge & Information Management

4. Actions/Training interventions to address the gaps/needs
 - Training on Change Management, Knowledge & Information Management

5. Indicate the competencies required for future career progression/development
 - N/A

6. Actions/Training interventions to address future progression
 - N/A

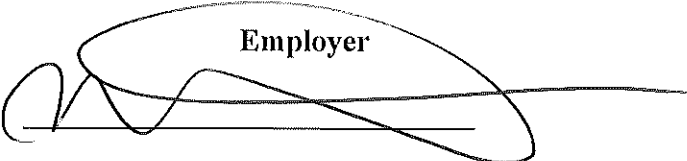

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7. Comments/Remarks of the Incumbent

- As per Cogta's Senior Managers Assessment Report

8. Comments/Remarks of the supervisor

Agreed upon

Signature :  Employer

Supervisor : Municipal Manager

Date : 30 June 2025

Signature :  Employee

Incumbent : P.S Mntaka

Date : 30 June 2025

Date of next review: 30 June 2026

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FINANCIAL DISCLOSURE FORM

I, the undersigned (surname and initials) Mntaka P.S., of
12 PASCAL DRIVE SEAWARD ESTATE BALLITO
 (Postal address)
 and 12 PASCAL DRIVE SEAWARD ESTATE BALLITO
 (Residential address)
 employed as **Executive Director: Corporate Services** at the **KwaDukuza Municipality**
 hereby certify that the following information is complete and correct to the best of my
 knowledge:

1. Shares and other financial interests (Not bank accounts with financial institutions)

See information sheet: Note (1)

Number of shares / extent of financial interest	Nature	Nominal value	Name of Company or entity
	N/A		

2. Directorships and Partnerships

See information sheet: Note (2)

Name of Corporate entity, partnership or firm	Type of business	Amount of Remuneration or Income
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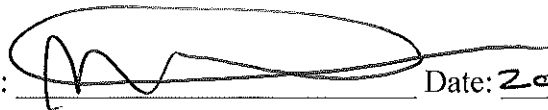
3. Remunerated work outside the Municipality (As sanctioned by Council)

See information sheet: Note (3)

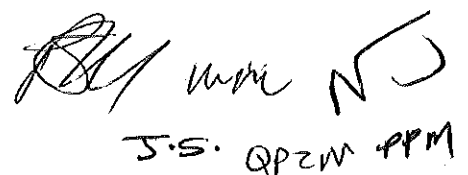
Name of Employer	Type of work	Amount of Remuneration or Income
Mkhosiyazi Dev Agency	Audit Committee	R 7 T
Umkhanyo ku de District Municipality	Audit Committee	R 7 T

Council sanction confirmed:

Signature of Municipal Manager:



Date: 20 June 2025


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4. Consultancies and retainerships

See information sheet: Note (4)

Name of client	Nature	Type of business activity	Value of benefits received

5. Sponsorships

See information sheet: Note (5)

Source of sponsorship	Description of sponsorship	Value of sponsorship

6. Gifts and hospitality from a source other than a family member

See information sheet: Note (6)

Description	Value	Source

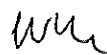
7. Land and property

See information sheet: Note (7)

Description	Extent	Area	Value
19 Calvary Road		Lady'smiller	Rt 900 000.
Nº.7, Azalea Gardens		Lady'smiller	Ft 850.000
12 PASCAL Drive		Bullito	R 2.900.000.


SIGNATURE OF EMPLOYEE

DATE: 09 June 2025



PLACE: KwaDukuza


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OATH/AFFIRMATION

1. I certify that before administering the oath/affirmation I asked the deponent the following questions and wrote down her/his answers in his/her presence:

(i) Do you know and understand the contents of the declaration?

Answer NO

(ii) Do you have any objection to taking the prescribed oath or affirmation?

Answer YES

(iii) Do you consider the prescribed oath or affirmation to be binding on your conscience?

Answer NO

2. I certify that the deponent has acknowledged that she/he knows and understands the contents of this declaration. The deponent utters the following words: "I swear that the contents of this declaration are true, so help me God." / "I truly affirm that the contents of the declaration are true".

The signature/mark of the deponent is affixed to the declaration in my presence.



WILLIAM MTHANDENI MKHIZE
HR ADMINISTRATION OFFICER
KWADUKUZA MUNICIPALITY
COMMISSIONER OF OATHS
(EX-OFFICIO)

Commissioner of Oath / ~~Justice of the Peace~~

TEL: 032 437 5145

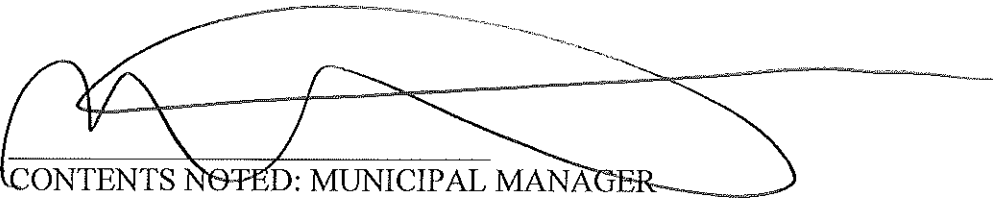
Full first names and surname: William Mthandeni Mkhize (Block letters)

Designation (rank): EX-OFFICIO Ex Officio Republic of South Africa

Street address of institution: _____

Date: 09-06-2025

Place: Kwa Dukuza



CONTENTS NOTED: MUNICIPAL MANAGER

DATE: 20 June 2025



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**INFORMATION SHEET FOR THE GENERIC FINANCIAL
DISCLOSURE FORM**

The following notes is a guide to assist with completing the Financial Disclosure form (Annexure 1):

NOTE 1: Shares and other financial interests

Designated employees are required to disclose the following details with regard to shares and other financial interests held in any private or public company or any other corporate entity recognised by law:

- The number, nature and nominal value of shares of any type;
- The nature and value of any other financial interests held in any private or public company or any other corporate entity; and
- The name of that entity.

NOTE 2: Directorships and partnerships

Designated employees are required to disclose the following details with regard to directorships and partnerships:

- The name and type of business activity of the corporate entity or partnership/s; and
 - The amount of any remuneration received for such directorship or partnership/s.
- Directorship includes any occupied position of director or alternative director, or by whatever name the position is designated.
- Partnership is a legal relationship arising out of a contract between two or more persons with the object of making and sharing profits.

NOTE 3: Remunerated work outside the Municipality (As sanctioned by Council)

Designated employees are required to disclose the following details with regard to remunerated work outside the public service:

- The type of work;
 - The name and type of business activity of the employer; and
 - The amount of the remuneration received for such work.
- Remuneration means the receipt of benefits in cash or kind, and work means rendering a service for which the person receives remuneration.

NOTE 4: Consultancies and retainerships

Designated employees are required to disclose the following details with regard to consultancies and retainerships:

- The nature of the consultancy or retainership of any kind;
- The name and type of business activity, of the client concerned; and
- The value of any benefits received for such consultancy or retainerships.

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- APZM
- Handwritten signature
- Handwritten initials "NU"

NOTE 5: Sponsorships

Designated employees are required to disclose the following details with regard to sponsorships:

- The source of the sponsorship;
- The description of the sponsorship; and
- The value of the sponsorship.

NOTE 6: Gifts and hospitality from a source other than a family member

Designated employees are required to disclose the following details with regard to gifts and hospitality:

- A description and the value and source of a gift with a value in excess of R350.00;
- A description and the value of gifts from a single source which cumulatively exceed the value of R350.00 in the relevant 12-month period; and
- Hospitality intended as a gift in kind.

Designated employees must disclose any material advantages that they received from any source e.g.

any discount prices or rates that are not available to the general public. All personal gifts within the family

and hospitality of a traditional or cultural nature need not be disclosed.

NOTE 7: Land and Property

Designated employees are required to disclose the following details with regard to their ownership and

other interests in land and property (residential or otherwise both inside and outside the Republic):

- A description of the land or property;
- The extent of the land or property;
- The area in which it is situated; and
- The value of the interest.

Wm

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J.S.

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PPM

QPZM

PERFORMANCE PLAN

Entered into by and between

THE KWADUKUZA MUNICIPALITY

And

EXECUTIVE DIRECTOR: Corporate Services

MRS. P.S. MNTAKA

1. Purpose

The performance plan defines the Council's expectations of the Municipal Manager's performance agreement to which this document is attached and Section 57 (5) of the Municipal Systems Act, which provides that performance objectives and targets must be based on the key performance indicators as set in the Municipality's Integrated Development Plan (IDP) and as reviewed annually.

2. Key responsibilities

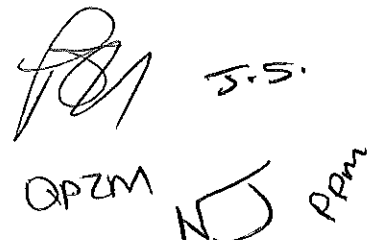
The following objects of local government will inform the Municipal Manager's performance against set performance indicators:

- 2.1 Provide democratic and accountable government for local communities.
- 2.2 Ensure the provision of services to communities in a sustainable manner.
- 2.3 Promote social and economic development.
- 2.4 Promote a safe and healthy environment.
- 2.5 Encourage the involvement of communities and community organisations in the matters of local government.

3. Key Performance Areas

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

- 3.1 Basic Service Delivery.
- 3.2 Municipal Institutional Development and Transformation.
- 3.3 Local Economic Development (LED).
- 3.4 Municipal Financial Viability and Management.
- 3.5 Good Governance and Public Participation.

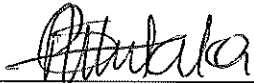
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4. **Key Performance Objectives and Indicators, for the Municipal Manager**

The provisions and statutory time frames contained in the following legislation are required to be reported on and measured:

- 4.1 Section 157 of the Constitution of the Republic of South Africa, 1996
- 4.2 Local Government: Municipal performance Regulations for Municipal Managers and Managers Directly Accountable to Municipal Manager, 2006 (Regulation No. R805, dated 1 August 2006)
- 4.3 Regulation No. 796 (Local Government: Municipal Planning and Performance Management Regulations, 2001) dated 24 August 2001
- 4.4 Municipal Finance Management Act, 2003, in particular, but not limited to, Chapter 8. (Must include, *inter alia*, tariff policy, rates policy, credit control and debt collection policy, supply chain management policy and an unqualified Auditor General's report.)
- 4.5 Property Rates Act, 2004.
- 4.6 Municipal Structures Act, 1998, in particular, but not limited to, Chapter 5 (Powers and functions as determined by legislation or agreement)
- 4.7 Municipal Systems Act, 2000, in particular, but not limited to, sections 55 to 57
- 4.8 Any other applicable legislation specific to the Municipal Manager.

PERFORMANCE PLAN (SCORECARD ATTACHED)

Signed and accepted by 

Job title: Executive Director: Corporate Services

Date: 09 June 2026

Signed by the **MUNICIPAL MANAGER** on behalf of the **KWADUKUZA** Council

SIGN: 

Date: 20 June 2026

NJ

CODE OF CONDUCT FOR MUNICIPAL STAFF MEMBERS

1. Definitions

In this Schedule “partner” means a person who permanently lives with another person in a manner as if married.

2. General conduct


A staff member of a municipality must at all times –

- (a) loyally execute the lawful policies of the municipal council;
- (b) perform the functions of office in good faith, diligently, honestly and in a transparent manner;
- (c) act in such a way that the spirit, purport and objects of section 50 of the Local Government: Municipal Systems Act, Act 32 of 2000 are promoted;
- (d) act in the best interest of the municipality and in such a way that the credibility and integrity of the municipality are not compromised; and
- (e) act impartially and treat all people, including other staff members, equally without favour or prejudice.

3. Commitment to serving the public interest

A staff member of a municipality is a public servant in a developmental local system, and must accordingly—

- (a) implement the provisions of section 50 (2); of the Local Government: Municipal Systems Act, Act 32 of 2000;
- (b) foster a culture of commitment to serving the public and a collective sense of responsibility for performance in terms of standards and targets;
- (c) promote and seek to implement the basic values and principles of public administration described in section 195 (1) of the Constitution;
- (d) obtain copies of or information about the municipality’s integrated development plan, and as far as possible within the ambit of the staff member’s job description, seek to implement the objectives set out in the integrated development plan, and achieve the performance targets set for each performance indicator;
- (e) participate in the overall performance management system for the municipality, as well as the staff member’s individual performance appraisal and reward system, if such exists, in order to maximize the ability of the municipality as a whole to achieve its objectives and improve the quality of life of its residents.

 J.S.
Q.P.M. N.J. P.M.

4. **Personal gain**

(1) A staff member of a municipality may not—

(a) use the position or privileges of a staff member, or confidential information obtained as a staff member, for private gain or to improperly benefit another person; or (b) take a decision on behalf of the municipality concerning a matter in which that staff member, or that staff member's spouse, partner or business associate, has a direct or indirect personal or private business interest.

(2) Except with the prior consent of the council of a municipality a staff member of the municipality may not –

(a) be a party to a contract for –

(i) the provision of goods or services to the municipality; or
(ii) the performance of any work for the municipality otherwise than as a staff member;

(b) obtain a financial interest in any business of the municipality; or

(c) be engaged in any business, trade or profession other than the work of the municipality.

5. **Disclosure of benefits**

(1) A staff member of a municipality who, or whose spouse, partner, business associate or close family member, acquired or stands to acquire any direct benefit from a contract concluded with the municipality, must disclose in writing full particulars of the benefit to the council.

(2) This item does not apply to a benefit which a staff member, or a spouse, partner, business associate or close family member, has or acquires in common with all other residents of the municipality.

6. **Unauthorised disclosure of information**

(1) A staff member of a municipality may not without permission disclose any privileged or confidential information obtained as a staff member of the municipality to an unauthorised person.

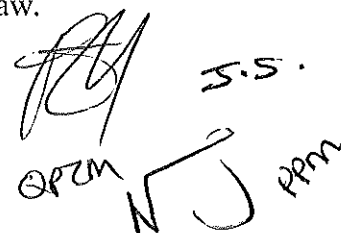
(2) For the purpose of this item “privileged or confidential information” includes any information -

(a) determined by the municipal council or any structure or functionary of the municipality to be privileged or confidential;

(b) discussed in closed session by the council or a committee of the council;

(c) disclosure of which would violate a person's right to privacy; or

(d) declared to be privileged, confidential or secret in terms of any law.

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- (3) This item does not derogate from a person's right of access to information in terms of national legislation.

7. **Undue influence**

A staff member of a municipality may not –

- (a) unduly influence or attempt to influence the council of the municipality, or a structure or functionary of the council, or a councillor, with a view to obtaining any appointment, promotion, privilege, advantage or benefit, or for a family member, friend or associate;
- (b) mislead or attempt to mislead the council, or a structure or functionary of the council, in its consideration of any matter; or
- (c) be involved in a business venture with a councillor without the prior written consent of the council of the municipality.

8. **Rewards, gifts and favours**

(1) A staff member of a municipality may not request, solicit or accept any reward, gift or favour for –

- (a) persuading the council of the municipality, or any structure or functionary of the council, with regard to the exercise of any power or the performance of any duty;
- (b) making a representation to the council, or any structure or functionary of the council;
- (c) disclosing any privileged or confidential information; or
- (d) doing or not doing anything within that staff member's powers or duties.

(2) A staff member must without delay report to a superior official or to the speaker of the council any offer which, if accepted by the staff member, would constitute a breach of subitem (1).

9. **Council property**

A staff member of a municipality may not use, take, acquire, or benefit from any property or asset owned, controlled or managed by the municipality to which that staff member has no right.

10. **Payment of arrears**

A staff member of a municipality may not be in arrears to the municipality for rates and service charges for a period longer than 3 months, and a municipality may deduct any outstanding amounts from a staff member's salary after this period.

11. **Participation in elections**

NJ
RAM
RAM
QPCW
J.S.

A staff member of a municipality may not participate in an election of the council of the municipality, other than in an official capacity or pursuant to any constitutional right.

12. Sexual harassment

A staff member of a municipality may not embark on any action amounting to sexual harassment.

13. Reporting duty of staff members

Whenever a staff member of a municipality has reasonable grounds for believing that there has been a breach of this Code, the staff member must without delay report the matter to a superior officer or to the speaker of the council.

14. Breaches of Code

Breaches of this Code must be dealt with in terms of the disciplinary procedures of the municipality envisaged in section 67(1)(h) of this Act

14 A. Disciplinary steps

(1) A breach of this Code is a ground for dismissal or other disciplinary steps against a staff member who has been found guilty of such a breach.


(2) Such other disciplinary steps may include –

- (a) suspension without pay for no longer than three months;
- (b) demotion;
- (c) transfer to another post;
- (d) reduction in salary, allowances or other benefits; or
- (e) an appropriate fine.


EMPLOYEE SIGNATURE

MRS. P. MNTAKA
PRINT NAME

09 JUNE 2025


EMPLOYER SIGNATURE

MDAKANE N.J
PRINT NAME

20 JUNE 2025



CORPORATE SERVICES DEPARTMENTAL SCORECARD 2025/2026

REF.	PROJECT NAME	KEY PERFORMANCE INDICATORS	ANNUAL TARGET	ANNUAL TARGET DESCRIPTION	ANNUAL BUDGET	Q1 TARGET	Q1 Jul - Sept Target Description	Q2 TARGET	Q2 Oct - Dec Target Description	Q3 TARGET	Q3 Jan - Mar Target Description	Q4 TARGET	Q4 Apr - Jun Target Description	Portfolio of Evidence
DEVELOPMENT OBJECTIVE 1: Financial Management and Viability: (18%)														
CS 01	Management of Capital Budget.	The percentage of expenditure on Departmental Capital budget by target date.	90%	90% expenditure on Capital Expenditure (R15 528 434.1) by 30 June 2026.	R17 587 149.00	20%	20% expenditure on Capital Budget (R3 165 686.82) by 30 September 2025.	50%	50% expenditure on Capital Budget (R7 764 217.05) by 31 December 2025.	60%	60% expenditure on Capital Budget (R9 317 060.46) by 31 March 2026.	90%	90% expenditure on Capital Budget (R15 528 434.1) by 30 June 2026.	Report from finance showing Capex Spend.
CS 02	management of Operational Budget.	The percentage of expenditure on Departmental Operating Budget by target date.	90%	90% expenditure on Opex (R89 039 388.6) 30 June 2026.	R98 932 654.00	15%	15% expenditure on Opex (R14 839 898,1) by 30 September 2025.	50%	50% expenditure on Opex (R49 466 327) by 31 December 2025.	75%	75% expenditure on Opex (R73 742 740.5) by 31 March 2026.	90%	90% expenditure on Opex (R98 932 654) by 30 June 2026.	Report from finance showing OPEX Spend.
CS 03	Management of Overtime.	The percentage of expenditure on the Departmental Overtime Budget by target date.	100%	100% Overtime expenditure kept within the allocated budget of (R390 934) by 30 June 2026.	R390 434.00	100%	100% Overtime expenditure kept within the allocated budget of R390 934 by 30 September 2025.	100%	100% Overtime expenditure kept within the allocated budget of (R390 934) by 31 December 2025.	100%	100% Overtime expenditure kept within the allocated budget of R390 934 by 31 March 2026.	100%	100% Overtime expenditure kept within the allocated budget of R390 934 by 30 June 2026.	Financial Reports from Finance showing spending on overtime.
CS 04	Submission of Procurement Plans.	The turnaround time to submit the Departmental Procurement Plan to the SCM Unit target date.	7 Days	Submission of the Departmental Procurement Plan to the SCM Unit within 7 days after the approval of the budget.	R0.00	N/A	No Target	N/A	No Target		No Target	7D	Submission of the Departmental Procurement Plan to the SCM Unit within 7 days after the approval of the budget.	E-mail submission to SCM Unit of a Procurement Plan.
CS 05	Progress Report	The number of Progress Reports on the Departmental Procurement Plan submitted to SCM Unit, GG/Portfolio Committee target date.	8	8 Progress Reports on the Departmental Procurement Plan submitted to SCM Unit, GG/Portfolio Committee by 30 June 2026.	R0.00	2	2 progress report for Q1 of 2024/2025 submitted SCM Unit and GG/Manco/Portfolio Committee 30 September 2025.	2	2 progress report for Q1 of 2025/2026 submitted SCM Unit and GG/Manco/Portfolio Committee 31 December 2025.	2	2 progress report for Q2 of 2025/2026 submitted SCM Unit and GG/Manco/Portfolio Committee by 31 March 2026.	2	2 progress report for Q3 of 2025/2026 submitted SCM Unit and GG/Manco/Portfolio Committee by 30 June 2026.	Progress report signed by ED and submitted to SCM Unit as well as GG or ManCo or Portfolio Committee.
CS 06	Irregular Expenditure.	The department to maintain 0% irregular expenditure by target date.	0%	The department to maintain 0% irregular expenditure by 30 June 2026.	R0.00	0%	The department to maintain 0% irregular expenditure by 30 September 2025.	0%	The department to maintain 0% irregular expenditure by 31 December 2025.	0%	The department to maintain 0% irregular expenditure by 31 March 2026.	0%	The department to maintain 0% irregular expenditure by 30 June 2026.	Spreadsheet from the Expenditure Office indicating departmental irregular expenditure.
DEVELOPMENT OBJECTIVE :BASIC SERVICE DELIVERY & INFRASTRUCTURE DEVELOPMENT : (3%)														
CS 07	KDM WIFI	The percentage of the installation of WIFI completed by target date.	100%	100% of the installation of WIFI completed by 30 June 2026.	R1 000 000.00	15%	Procurement Stage 1. TSC-5% 2. TEC-5% 3. TAC-5%	25%	1.Appointment of contractor-5% 2-Progress report indicating 5% construction works done and signed off by the Project Manager/Leader & the Executive Director Corporate Services by 31 December 2025-	55%	Progress report indicating 15% of installation works done, signed off by the Project Manager/Leader & the Executive Director Corporate Services by 31 March 2026.	100%	Practical completion/Completion certificate issued for KDM WIFI-100% by 30 June 2026	1. TSC minutes 2. TEC minutes 3. TAC minutes 4. Appointment letter 5. Progress report indicating Installation works done, signed off by the Project Manager/Leader and Executive Director Corporate Services. 6. Practical completion Certificate/Completion Certificate.
DEVELOPMENT OBJECTIVE 2: MUNICIPAL TRANSFORMATION AND INSTITUTIONAL DEVELOPMENT: (46%)														
OPMS 01	Employment Equity.	The number of people from employment equity target groups employed in the three highest levels of management in compliance with a municipality's approved employment equity plan (HKPI) Highest Three levels : 1. Top Management MM, ED, and Directors (Task Grade 19 -26) 2. Senior Management (Task Grade 16 -18) 3. Professionals (Task Grade 14 -15)	3	3 people employed from employment equity target groups in the three highest levels of management by 30 June 2026	R0.00	1	1 person employed from employment equity target groups in the three highest levels of management	1	1 person employed from employment equity target groups in the three highest levels of management	1	1 person employed from employment equity target groups in the three highest levels of management	0	No target.	List of signed appointments for all appointments made in the quarter, List of appointments of the concerned group. List of signed appointments from HR -signed by Director HR, appointment letters with salary section blocked.

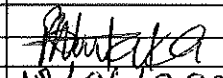
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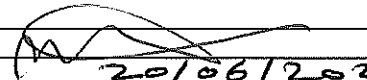
REF.	PROJECT NAME	KEY PERFORMANCE INDICATORS	ANNUAL TARGET	ANNUAL TARGET DESCRIPTION	ANNUAL BUDGET	Q1 TARGET	Q1 Jul - Sept Target Description	Q2 TARGET	Q2 Oct - Dec Target Description	Q3 TARGET	Q3 Jan - Mar Target Description	Q4 TARGET	Q4 Apr - Jun Target Description	Portfolio of Evidence
CS 08	Reports on Training.	The number of reports on trainings provided for Councillors and staff conducted, submitted to Finance & Local Public Administration Portfolio Committee (FLPA) by target date.	4	4 reports on trainings provided for Councillors and staff conducted, submitted to FLPA by 30 June 2026.	R0.00	1	1 report on trainings provided for Councillors and staff conducted, submitted to FLPA for Q4 of 2024/2025	1	1 report on trainings provided for Councillors and staff conducted, submitted to FLPA for Q1 of 2025/2026.	1	1 report on trainings provided for Councillors and staff conducted, submitted to FLPA for Q2 of 2025/2026.	1	1 report on trainings provided for Councillors and staff conducted, submitted to FLPA for Q3 of 2025/2026.	Finance & Local Public Administration Portfolio Committee (FLPA) Committee Resolution. Copies of quarterly Reports.
OPMS 02	Employment of Women.	The percentage of employment of women candidates from all levels by target date.	50%	Ensure 50% employment of women candidates from all levels by 30 June 2026.	R0.00	50%	Ensure 50% employment of women candidates from all levels.	50%	Ensure 50% employment of women candidates from all levels.	50%	Ensure 50% employment of women candidates from all levels.	50%	Ensure 50% employment of women candidates from all levels.	List of signed appointments from HR showing workings, appointment letters with salary blocked out.
OPMS 03	Employment of youth.	The percentage of employment of youth candidates from all levels by target date.	30%	30% employment of youth by 30 June 2026.	R0.00	30%	Ensure 30% employment of youth candidates from all levels.	30%	Ensure 30% employment of youth candidates from all levels.	30%	Ensure 30% employment of youth candidates from all levels.	30%	Ensure 30% employment of youth candidates from all levels.	List of signed appointments from HR showing workings, appointment letters with salary blocked out.
OPMS 04	Employment of Disabled candidates.	The number of disabled candidates employed by target date.	2	2 disabled candidates employed by 30 June 2026.	R0.00	0	No Target	1	1 disabled candidates employed by 31 December 2025.	0	No Target	1	1 disabled candidates employed by 30 June 2026.	List of signed appointments from HR showing workings, appointment letters with salary blocked out.
OPMS 05	Implementation of Work Skills Plan.	The percentage of a municipality's budget actually spent on implementing its workplace skills plan (WSP)(NKPI) by target date.	90%	90% of a municipality's training budget spent on implementation of WSP by 30 June 2026. (R1 350 000)	R1 500 000.00	20%	20% of a municipality's training budget spent on implementation of WSP by 30 September 2025. (R270 000)	30%	30% of a municipality's training budget spent on implementation of WSP by 31 December 2025. (R405 000)	70%	70% of a municipality's training budget spent on implementation of WSP by 31 March 2026. (R945 000)	90%	90% of a municipality's training budget spent on implementation of WSP by 30 June 2026. (R1350 000)	Copy of Munsoft screen print showing expenditure and list of service providers paid.
CS 10	IT Security awareness Training.	Number of staff IT security awareness training conducted by target date.	6	6 staff IT security awareness training conducted by 30 June 2026.	R0.00	0	No Target	2	2 Staff IT security awareness training conducted by 31 December 2025.	2	2 Staff IT security awareness training conducted by 30 March 2026.	2	2 IT security awareness training conducted by 30 June 2026.	Attendance register and invitation or Memo
CS 11	IT strategy implementation reports.	The number of IT strategy implementation reports submitted to ITSC by target date.	4	4 IT Strategy Implementation reports submitted to ITSC by 30 June 2026.	R0.00	1	1 IT Strategy Implementation reports submitted to ITSC by 30 September 2025.	1	1 IT Strategy Implementation reports submitted to ITSC by 31 December 2025.	1	1 IT Strategy Implementation reports submitted to ITSC by 31 March 2026.	1	1 IT Strategy Implementation reports submitted to ITSC by 30 June 2026.	Agenda, Minutes, ITSC resolution
CS 12	Individual Performance Management System.	The percentage implementation of the Individual Performance Management System(IPMS) from Task Grade 19 to Task Grade 12.	90%	90% implementation of the Individual Performance Management System (IPMS) for 122 employees from Task Grade 19 to Task Grade 12 by 30 June 2026.	R0.00	36%	1. Conducting Annual Performance Assessments for all employees who have signed IPPs by 30 September 2025. (18%) 2. Signed Performance plans for 122 employees from T 19 to T 12 submitted to the IPMS Office by the 31 July 2025. (18%)	18%	Conducting Municipal Performance Moderations for 122 employees from T 19 to T 12 by 31 December 2025 (18%).	36%	1. Mid-Term Reviews for 122 employees from T19 to T12 by 28 February 2026 (18%). 2. Adjustments of scorecards for T19 to T12 submitted to IPMS office by 31 March 2026 (18%).	0%	No target.	1. Print out from VIP payroll for KDM employees from T19 to T12 and List signed by Director HR showing all KDM employees from T19 to T12 who have signed and submitted the performance agreements. 2. Notice of the reviews and attendance registers of all Mid-Term Reviews conducted. 3. Signed list of KDM employees from T19 to T12 submitted adjusted individual performance plans. 4. Notice of the moderation meeting, Agenda, Attendance register, and minutes.
CS 13	Individual Performance Management System.	The percentage implementation of the Individual Performance Management System(IPMS) from Task Grade 19 to Task Grade 12 by target date.	100%	100% implementation of the Individual Performance Management System(IPMS) from Task Grade 19 to Task Grade 12 by 30 June 2026.	R0.00	40%	(1) Conducting Annual performance assessments for 9 employees who have signed IPPs by 30 September 2025. (20%) (2) Signed Performance plans for 09 employees from T 19 to T 12 submitted to the IPMS Office by the 31 July 2025. (20%)	20%	Conducting Departmental Performance Moderations for 9 employees from T 19 to T 12 by 31 December 2025 (20%).	40%	(1) Mid-Term Reviews for 9 employees from T19 to T12 by 28 February 2026. (20%) (2) Adjustments of scorecards for T19 to T12 submitted to IPMS office by 31 March 2026. (20%)	0%	No target.	1. Print out from VIP payroll for KDM employees from T19 to T12 and List signed by Director HR showing all KDM employees from T19 to T12 who have signed and submitted the performance agreements. 2. Notice of the reviews for employees in T 11. 3. Minutes and attendance registers of all Mid-Term Reviews conducted. 4. Signed list of KDM employees from T19 to T12 submitted adjusted individual performance plans.
CS 14	Individual Performance Management System.	The percentage implementation of cascading of the Individual Performance Management System for KDM employees in Task Grade 11 by target date.	90%	90% implementation of cascading of the Individual Performance Management System for KDM employees in Task Grade 11 by 30 June 2026. (47x90/100 = 42)	R0.00	30%	Performance plans for 42 employees in T11 submitted to the IPMS Office by the 31 July 2025. (33%)	0%	No Target	60%	(1) Mid-Term Reviews for 42 employees in T11 by 28 February 2026. (30%) (2) Adjustments of scorecards for T11 employees submitted to IPMS office by 31 March 2026 (30%).	0%	No target.	1. Print out from VIP payroll of KDM employees in T11. 2. List signed by Director HR showing all KDM employees in T11. 3. Notice of the reviews/assessments for employees in T 11. 4. Minutes and attendance registers of all Mid-Term Reviews conducted for employees in T 11.
CS 15	Implementation of cascading of the Individual Performance Management System.	The percentage implementation of cascading of the Individual Performance Management System for KDM employees in Task Grade 11 by target date.	100%	100% implementation of cascading of the Individual Performance Management System for KDM employees in Task Grade 11 by 30 June 2026.	R0.00	33%	Performance plans for 6 employees in T11 submitted to the IPMS Office by the 31 July 2025. (33%)	0%	No Target	67%	(1) Mid-Term Reviews for 6 employees in T11 by 28 February 2026. (33,5%) (2) Adjustments of scorecards for T11 employees submitted to IPMS office by 31 March 2026. (33,5%)	0%	No target.	1. Print out from VIP payroll for KDM employees in T11. 2. List signed by Director HR showing all KDM employees in T11. 3. Notice of the reviews/assessments for employees in T 11. 4. Minutes and attendance registers of all Mid-Term Reviews conducted for employees in T 11.
CS 16	Council Chamber	The percentage of the expenditure by target date.	90%	90 of expenditure by 30 June 2026 (R11 688434.1).	R12 987 149.00	0%	No Target	50%	50% expenditure on Council Chamber on Council Chamber by 31 December 2025. (R5 844 217,05).	60%	60% expenditure on Council Chamber by 31 March 2026. (R7 013 060,46).	90%	90% expenditure on Council Chamber by 30 June 2026. (R11 688434.1).	Financial Reports from Finance showing spending on Council Chamber.
CS 17	Nokukhanya Luthuli Aircons	The percentage of the installation of aircons completed by target date.	100%	100% completion on the installation of aircons in Nokukhanya Luthuli Building by 30 June 2026.	R2 000 000.00	10%	Procurement Stage 1. TSC-5% 2. TEC-5%	30%	1. TAC-6% 2. Appointment of contractor-7% 3-Progress report indicating 7% construction works done and signed off by the Project Manager/Leader & the Executive Director Corporate Services by 31 December 2025-	55%	Progress report indicating 25% of installation works done, signed off by the Project Manager/Leader & the Executive Director Corporate Services by 31 March 2026.	100%	Practical completion/Completion certificate issued for Nokukhanya Luthuli Building-100% by 30 June 2026	1. TSC minutes 2. TEC minutes 3. TAC minutes 4. Appointment letter 5. Progress report indicating installation works done, signed off by the Project Manager/Leader and Executive Director Corporate Services. 6. Practical completion Certificate/Completion Certificate.
CS 18	Empowerment programmes.	The number of KDM staff empowerment programmes rolled out by target date.	12	12 KDM Human Resource empowerment programmes rolled out by 30 June 2026.	R0.00	3	3 Human Resource empowerment programmes rolled out by 30 September 2025.	3	3 Human Resource empowerment programmes rolled out by 31 December 2025.	3	3 Human Resource empowerment programmes rolled out by 31 March 2026.	3	3 Human Resource empowerment programmes rolled out by 30 June 2026.	Notice of the programme and Attendance registers

DEVELOPMENT OBJECTIVE 3: Local Economic Development: (3%)

Handwritten notes and signatures: "PPM J.S.", "RBM", "OPM", and other illegible marks.

REF.	PROJECT NAME	KEY PERFORMANCE INDICATORS	ANNUAL TARGET	ANNUAL TARGET DESCRIPTION	ANNUAL BUDGET	Q1 TARGET	Q1 Jul - Sept Target Description	Q2 TARGET	Q2 Oct - Dec Target Description	Q3 TARGET	Q3 Jan - Mar Target Description	Q4 TARGET	Q4 Apr - Jun Target Description	Portfolio of Evidence
CS 19	Service provider assessment reports.	The number of service provider assessment reports submitted to ManCo & SCM contracts manager on all service providers within the department by target date.	8	8 service provider assessment reports submitted to ManCo & SCM contracts manager on all service providers within the department by 30 June 2026.	R0.00	2	2 service provider assessment reports submitted to ManCo/GG & SCM contracts manager on all service providers within the department by 30 September 2025.	2	2 service provider assessment reports submitted to ManCo/GG & SCM contracts manager on all service providers within the department by 31 December 2025.	2	2 service provider assessment reports submitted to ManCo/GG & SCM contracts manager on all service providers within the department by 31 March 2026.	2	2 service provider assessment reports submitted to ManCo/GG & SCM contracts manager on all service providers within the department by 30 June 2026.	(1) Email to Contract Manager. (2) GG/ManCo resolution/email of the item to ManCo/GG Secretariat.
DEVELOPMENT OBJECTIVE 4: Good Governance & Public Participation: (30%)														
CS 20	Council resolution register.	The number of Council resolution register Submitted to council by target date.	2	2 Council resolution register Submitted to council by 30 June 2026.	R0.00	1	1 Council resolution register Submitted to council by 30 September 2025.	N/A	No Target	1	1 Council resolution register Submitted to council by 31 March 2026.	0	No target.	Copy of item or Council resolution.
CS 21	Health & Safety reports.	The number of Health & Safety reports submitted to FLPA/OHS.	4	4 Health & Safety reports submitted to FLPA/OHS by 30 June 2026.	R0.00	1	1 Health & Safety reports submitted to FLPA/OHS by 30 September 2025.	1	1 Health & Safety reports submitted to FLPA/OHS by 31 December 2025.	1	1 Health & Safety reports submitted to FLPA/OHS by 31 March 2026.	1	1 Health & Safety reports submitted to FLPA/OHS by 30 June 2026.	FLP/OHS Resolution
CS 22	Governance	The turnaround time to upload completed Performance Information onto the Electronic Performance Management System.	10/5 Days	(1)Upload completed Performance Information onto the Electronic Performance Management System by the 10th of the month following quarter end. (10 days) (2)For Q2 by 5 January. (5 days)	R0.00	100	Upload completed Performance Information by the 10th of October 2025, for Q1.	50	Upload completed Performance Information by the 5th of January 2026, for Q2 and mid year information.	100	Upload completed Performance Information by the 10th of April 2026, for Q3.	100	Upload completed Performance Information by the 10th of July 2026, for Q4 and Annual.	e-mail sent to PME
CS 23	Governance	The percentage of the business unit AG findings resolved in the AG action plan for the 2024/2025 financial year.	25%	25% of AG findings resolved in the AG action plan for the 2024/2025 financial year, by 30 June 2026.	R0.00	0%	No Target	0%	No Target	0%	AG Findings for 2024/2025 resolved.	25%	AG Findings for 2024/2025 resolved.	List of AG findings contained in the AG action plan; quarterly % resolution of AG findings resolved in the AG action plan
CS 24	Governance	The percentage of AG findings resolved in the AG action plan for the 2023/2024 financial year.	100%	100% of AG findings resolved in the AG action plan for the 2023/2024 financial year, by 31 March 2026.	R0.00	50%	AG Findings for 2023/2024 resolved.	75%	AG Findings for 2023/2024 resolved.	100%	AG Findings for 2023/2024 resolved.	0%	No target.	List of AG findings contained in the AG action plan; quarterly % resolution of AG findings resolved in the AG action plan.
CS 25	Risk action Plan-Fraud Risk Register.	The percentage of risk actions implemented on the Fraud Risk Register.	70%	70% of risk actions implemented on the Fraud Risk Register.	R0.00	70%	70% of risk actions implemented on the Fraud Risk Register.	70%	70% of risk actions implemented on the Fraud Risk Register.	70%	70% of risk actions implemented on the Fraud Risk Register.	70%	70% of risk actions implemented on the Fraud Risk Register.	1. Risk Register showing the number of actions implemented and % actioned. 2.Submission to Risk and Compliance Office.
CS 26	Risk Action Plans - Operational Risk Register	The percentage of risk actions implemented on the Operational Risk Register.	70%	70% of risk actions implemented on the Operational Risk Register.	R0.00	70%	70% of risk actions implemented on the Operational Risk Register.	70%	70% of risk actions implemented on the Operational Risk Register.	70%	70% of risk actions implemented on the Operational Risk Register.	70%	70% of risk actions implemented on the Operational Risk Register.	1. Risk Register showing the number of actions implemented and % actioned. 2.Submission to Risk and Compliance Office.
CS 27	Risk Action Plans ICT Risk Register	The percentage of risk actions implemented on the ICT Risk Register.	70%	70% of risk actions implemented on the ICT Risk Register.	R0.00	70%	70% of risk actions implemented on the ICT Risk Register.	70%	70% of risk actions implemented on the ICT Risk Register.	70%	70% of risk actions implemented on the ICT Risk Register.	70%	70% of risk actions implemented on the ICT Risk Register.	1. Risk Register showing the number of actions implemented and % actioned. 2.Submission to Risk and Compliance Office.
CS 28	Compliance Register	The percentage implementation of Compliance Actions from the Compliance register by target date.	100%	100% implementation of Compliance Actions from the Compliance register by 30 June 2026.	R0.00	100%	100% implementation of Compliance Actions from the Compliance register	100%	100% implementation of Compliance Actions from the Compliance register	100%	100% implementation of Compliance Actions from the Compliance register	100%	100% implementation of Compliance Actions from the Compliance register	1.List of compliance matters. Compliance register dated and signed off by ED indicating how many have been complied with. 2.Submission to Risk and Compliance Office.
CS 29	Governance	The number of quarterly responses to the Circular 88 National Indicators to the PME Unit by target date.	4	4 quarterly responses to the Circular 88 National Indicators to the PME Unit by 30 June 2026.	R0.00	1	Quarter 4 of 2024/2025 response to Circular 88 National Indicators submitted to PME by 10 July 2025.	1	Quarter 1 of 2025/2026 response to Circular 88 National Indicators submitted to PME by 10 October 2026.	1	Quarter 2 of 2025/2026 response to Circular 88 National Indicators submitted to PME by 10 January 2026.	1	Quarter 3 of 2025/2026 response to Circular 88 National Indicators submitted to PME by 10 April 2026.	1. e-mail from PME sent to departments. 2. Response from departments to PME with completed C88 information.

EXECUTIVE DIRECTOR	
MRS. P. Mntaka	
SIGNATURE	
DATE	18/06/2025

ACCOUNTING OFFICER	
MR. N.J. Mdakane	
SIGNATURE	
DATE	20/06/2025

NJ
PAM QPAM