

B.G
2.5
U.M
ACC
U.M

DIRECTOR CORPORATE SERVICES

Performance Agreement

2026/2027



MNOQUMA LOCAL MUNICIPALITY

PERFORMANCE AGREEMENT

MADE AND ENTERED INTO BY AND BETWEEN:

MR SILUMKO MAHLASELA

In his capacity as Municipal Manager of Mngquma Local Municipality

AND

MISS VUYISEKA MWIKO

In her capacity as Director Corporate Services

FOR THE

FINANCIAL YEAR 01 JULY 2026 – 30 JUNE 2027

B.G
2
V.G
V.M
S.M
A.Z.C
M.M

PERFORMANCE AGREEMENT

ENTERED INTO BY AND BETWEEN:

Mr Silumko Mahlasela in his capacity as **Municipal Manager** (hereinafter referred to as the **Employer**)

and

Miss Vuyiseka Mviko, in her capacity as **Director Corporate Services** of **Mnquma Local Municipality** (hereinafter referred to as the **Employee**).

WHEREBY IT IS AGREED AS FOLLOWS:

1. INTRODUCTION

1.1. The Employer has entered into a Performance agreement with the Employee in terms of section 57(1) (b) of the Local Government: Municipal Systems Act 32 of 2000 (herein after referred to as "the Systems Act"). The Employer and the Employee are hereinafter referred to as "the Parties."

1.2. 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.

1.3. The parties wish to ensure that there is compliance with Sections 57(4A), 57(4B) and 57(5) of the Systems Act.

2. PURPOSE OF THIS AGREEMENT

The purpose of this agreement is to –

- 2.1. Comply with the provisions of Section 57(1)(b), (4A), (4B) and (5) of the Systems Act as well as the Contract of Employment entered into between the parties;
- 2.2. Specify objectives and targets established for the Employee and communicate to the Employee the Employer's expectations and accountabilities;
- 2.3. Specify accountabilities as set out in the Performance Plan (**Annexure A**);

B.G
N.G.M
3
V.M
A.Z.C.N.M

8.5
2.9
UW S.M
AZC
NM

- 4.2 The performance objectives and targets reflected in **Annexure A** are set by the Employer in consultation with the Employee and based on the Integrated Development Plan, the Service Delivery and Budget Implementation Plan and the Budget.
- 4.1.2 The time frames within which those performance objectives and targets must be met.
- 4.1.1 the performance objectives and targets that must be met by the Employee; and
- 4.1 The Performance Plan (Annexure A) sets out –

4. PERFORMANCE OBJECTIVES

- 3.4 The content of this Agreement may be revised at any time during the above Mentioned period to determine the applicability of the matters agreed upon.
- 3.3 This Agreement will terminate on the termination of the Employee's employment for any reason.
- 3.2 The parties will review the provisions of this Agreement during June each year.

30 June 2027.

- 3.1 This Agreement will commence on the **1 July 2026** and will remain in force until

3. COMMENCEMENT AND DURATION

- 2.7 Give effect to the Employer's commitment to a performance-orientated relationship with the Employee in attaining equitable and improved service delivery.
- 2.6 Reward the Employee in accordance with the Employer's performance management policy in the event of outstanding performance; and
- 2.5 Use the Performance Agreement and Performance Plan as the basis for assessing whether the Employee has met the performance expectations applicable to the position;
- 2.4 Monitor and measure performance against set targeted outputs;

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

5. PERFORMANCE MANAGEMENT SYSTEM

5.1 The Employee hereby agrees to participate in the performance management system that the Employer adopts for the Employer.

5.2 The Employee hereby accepts that the purpose of the performance management system is to provide a comprehensive system with specific performance standards to assist the Employer.

5.3 The Employer hereby agrees to consult the Employee about the specific performance standards that are included in the performance management system as applicable to the Employee.

6 APPLICATION OF THE PERFORMANCE MANAGEMENT SYSTEM

6.1 The criteria upon which the performance of the Employee is assessed consists of two components, both of which are contained in this Performance Agreement.

6.1.1 The Employee will be assessed against both components, with a weighting of 80 allocated to the Key Performance Areas (KPA's) and 20 to Core Competency Requirements (CCR's).

6.1.2 Each area of assessment will be weighted and contribute a specific value to the total score.

6.1.3 KPA's covering the main areas of work will account for 80% and CCR's will account for 20% of the final assessment.

6.2 The Employee's assessment will be based on his performance in terms of the outputs / outcomes (performance indicators) identified in the Performance Plan (Annexure A), which are linked to the KPA's, and constitute 80% of the overall assessment result in accordance with the weightings agreed to between the Employer and the Employee and set out hereunder:

The weights in the table below sets out how the Employee contributes to each of the Key Performance Area.

Key Performance Areas (KPA's)		Weighting
Basic Service Delivery and Infrastructural Development		10
Municipal Transformation and Institutional Development		55
Local Economic Development		10
Municipal Financial Viability and Management		10
Good Governance and Public Participation		15
Total		100%

B-9
VW S.N
AZC N.M

6.3 The CCR's make up the remaining 20% of the Employee's assessment score in line with the Performance Regulations. The following CCRs have been agreed between the Director Corporate Services and the Municipal Manager that they will be evaluated as per the schedule of PMS reviews

CORE COMPETENCY REQUIREMENTS FOR EMPLOYEES (20% of Total)			
CORE MANAGERIAL COMPETENCIES (CMC)			
WEIGHT	(Indicate choice) between essential and compulsory	Strategic Capability and leadership	
		Programme and Project Management	
		Financial Management	
		Change Management	
		Knowledge Management	
		Service Delivery Innovation	
		Problem Solving and Analytical Thinking	
		People Management and Empowerment	
		Client Orientation and Customer Focus	
		Communication	
		Honesty and Integrity	
		CORE OCCUPATIONAL COMPETENCIES	
		Competence in Self-Management	
		Interpretation of and implementation within the legislative and national policy frameworks	
		Knowledge of developmental local government	
		Knowledge of Performance Management and Reporting	
Compulsory			
Knowledge of global and South African specific political, social and economic context			
Competence in policy conceptualization, analysis and implementation			
essential			
Knowledge of more than one functional municipal field discipline			
Skills in Mediation			
Exceptional and dynamic creativity to improve the functioning of the municipality			
10			
TOTAL			
100%			

7 EVALUATING PERFORMANCE

7.1 The Performance Plan (Annexure A) attached to this Agreement sets out–

7.1.1 the standards and procedures for evaluating the Employee's performance; and

7.1.2 The intervals at which an evaluation of the Employee's performance will be performed.

7.2 Notwithstanding the agreed intervals for evaluation, the Employer may, in addition, review the Employee's performance at any reasonable time, while the contract of employment remains in force.

7.3 Personal growth and development needs identified during a performance review will be documented in a Personal Development Plan which shall also set out the actions and time frames agreed to relate thereto.

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

7.5 The annual performance appraisal will involve:

7.5.1 An assessment of the achievement of results as outlined in the performance plan as indicated hereunder;

(a) Each KPA will be assessed according to the extent to which the specified standards or performance indicators have been met and with due regard to *ad hoc* tasks that had to be performed under the KPA.

(b) An indicative rating on the five-point scale will be provided for each KPA based on the the assessment rating calculator set out in the scorecard used where after the scores will be summated to calculate a final KPA score.

7.5.2. Assessment of the CCR's

(a) Each CCR's will be assessed according to the extent to which the specified standards have been met.

(b) An indicative rating on the five-point scale will be provided for each CCR's.

(c) Based on the assessment rating calculator set out in the scorecard used where

B.G.
V.G.
S.N.
PAC
NW

after the scores will be summated to calculate a final CCR's score.

7.5.3. An overall rating

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

7.6. The assessment of the Employee will be based on the following rating scale for KPAs and CCRs:

Level	Terminology	Description	Rating				
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.	1	2	3	4	5
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.					

7.5.3 B.G
8.4
W.M
K2
N.M

7.7. For the purposes of evaluating the annual performance of the Employee, an evaluation panel constituted of the following persons will be established-

- 7.1. Municipal Manager;
- 7.2. Chairperson of the audit committee
- 7.3. A member of the Mayoral Committee; and
- 7.4. A Municipal Manager from another municipality.

8. SCHEDULE FOR PERFORMANCE REVIEWS

8.1. The formal performance review of the employee will be during Mid-Term and Annual Basis in the following manner with the understanding that reviews in the first and third quarter may be verbal if performance is satisfactory:

2025/2026 Annual Review : September 2026
2026/2027 Mid-year Review : February 2027

8.2. The Employer shall maintain a record of the mid-year review and the annual assessment meetings.

8.3. Performance feedback based on the Employer's assessment of the Employee's performance will be provided to the Employee.

8.4. The Employer or the Employee will be entitled to review and make reasonable changes to the provisions of Annexure "A" from time to time for operational reasons subject to consultation and agreement between the parties before any such change is concluded.

9. DEVELOPMENTAL REQUIREMENTS

The Personal Development Plan (PDP) addressing development gaps is attached as Annexure "B".

10. OBLIGATIONS OF THE EMPLOYER

10.1. The Employer shall and agrees to –

- 10.1.1. Create an enabling environment to facilitate effective performance by the Employee;
- 10.1.2. Provide access to skills development and capacity building opportunities;
- 10.1.3. Work collaboratively with the Employee to solve problems and generate solutions to common problems that may impact on the performance of the Employee;

8.5
S.M
N.G
NM
426

- 12.1.1. The evaluation of the Employee's performance will form the basis for rewarding outstanding performance or correcting unacceptable performance.
- 12.2. A performance bonus of between 5% to 14% of the inclusive annual remuneration package for the year under consideration may be paid to the Employee in recognition of outstanding performance.
- 12.4. In the case of unacceptable performance, the Employer shall—
- 12.4.1. Provide systematic remedial or developmental support to assist the Employee to improve his or her performance; and
- 12.4.2. 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 her duties.

12. MANAGEMENT OF EVALUATION OUTCOMES

- 11.1.1. The Employer agrees to consult the Employee timeously where the exercising of any of the powers or decisions of the Council will have or result in, amongst others, –
- 11.1.1.1. A direct impact on the performance of any of the Employee's functions;
- 11.1.1.2. Commit the Employee to implement or to give effect to a decision made by the Employer; and
- 11.1.1.3. A substantial financial impact on the Employee or on the budget under the control of the Employee.
- 11.2. The Employer agrees to inform the Employee of the outcome of any decisions taken pursuant to the exercise of powers contemplated in clause 11.1 as soon as is practicable to enable the Employee to take any necessary action without delay.

11. CONSULTATION

- 10.1.4. On the request of the Employee, delegate such powers reasonably required by the Employee to enable him or her to meet the performance objectives and targets established in this Agreement and;
- 10.1.5. Make available to the Employee such resources as the Employee may reasonably require from time to time to meet the performance objectives and targets established in this Agreement.

BG
UM
AZC
NR

13. DISPUTE RESOLUTION

- 13.1 Any disputes about the nature or content of the Employee's Performance Agreement, whether it relates to key responsibilities, priorities, methods, assessments and / or any other matter provided for, shall be mediated by –
- 13.1.1 The Executive Mayor, within thirty (30) days of receipt of a formal dispute from the Employee; or
- 13.1.2 Any other person appointed by the Executive Mayor.
- 13.6 In the event that the mediation process contemplated above fails, clause 20 of the Contract of Employment shall apply.

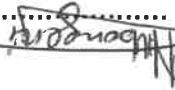
14. GENERAL

- 14.1 The contents of this Agreement and the outcome of any review conducted in terms of Annexure A (Performance Plan) will be made available to the public by the Employer.
- 14.2 Nothing in this agreement diminishes the obligations, duties or accountabilities of the Employee in terms of her Agreement of Employment, or the effects of existing or new regulations, circulars, policies, directives or other instruments.

Thus done and signed at Butterworth on the 01st day of July 2026.

AS WITNESSES:

1. 

2. 


V MVIKO
DIRECTOR: CORPORATE SERVICES

Thus done and signed at Butterworth on the 01st day of July 2026.

AS WITNESSES:

1. 

2. 


S MAHLASELE
MUNICIPAL MANAGER

ANNEXURE A

PERFORMANCE PLAN

2026-2027 PERFORMANCE PLAN FOR DIRECTOR CORPORATE SERVICES

Priority Area	IDP Objective	IDP Strategy	Baseline	Annual Budget	Indicator	Annual Target	Annual POE	1st Quarterly Target	2nd Quarterly Target	3rd Quarterly Target	4th Quarterly Target
KPA: MUNICIPAL TRANSFORMATION AND INSTITUTIONAL DEVELOPMENT - 68%											
Municipal Administration (Customer Care)	To provide Customer Care through effective handling of queries and complaints by June 2027	Conduct surveys and site visits to Customer Care areas	Feedback to customer complaints provided in 2025/2026 financial year		Turnaround time on complaints to customer complaints from the date of receipt by June 2027	Provide Feedback to complaints within 30 days from the date of receipt by June 2027	1. Complaints Register 2. Response to the complaints 3. Report on received complaints	Provide Feedback to customer complaints within 30 days from the date of receipt	Provide Feedback to customer complaints within 30 days from the date of receipt	Provide Feedback to customer complaints within 30 days from the date of receipt	Provide Feedback to customer complaints within 30 days from the date of receipt
Registry and Records Management	To establish standard requirements for management and easy access of records by June 2027	Implement File Plan, Conduct Disposal and transfer of municipal non current documents	Schedules for Municipal filed documents developed in 2025/2026 financial year	0	Number of Schedules developed for Municipal filed documents by June 2027	Develop 4 Schedules of Municipal filed Documents by June 2027	Schedule of filed documents in line with File Plan	Develop 1 Schedule of Municipal filed Documents	Develop 1 Schedule of Municipal filed Documents	Develop 1 Schedule of Municipal filed Documents	Develop 1 Schedule of Municipal filed Documents
			Schedules for transferred Municipal documents developed in 2025/2026 financial year	0	Number of Schedules developed for transferred Municipal documents to Provincial Archives by June 2027	Develop 2 Schedules of transferred Municipal documents to Provincial Archives by June 2027	Proof of transferred documents from Provincial Archives	N/A	Transfer municipal documents to Provincial Archives	N/A	Transfer municipal documents to Provincial Archives
			Disposals of municipal records conducted in 2025/2026 financial year	50000	Number of disposals of municipal records conducted by June 2027	Conduct three (3) disposals of municipal records by June 2027	Disposal Certificate from Provincial Archives	N/A	Dispose Municipal documents	Dispose Municipal documents	Dispose Municipal documents
Satellite Offices	To ensure the effective operation of the Satellite Offices by June 2027	Monitor implementation of projects and programmes	Reports on functionality of Nqamagwale Satellite offices developed in 2025/2026 financial year	0	Number of reports on functionality of Nqamagwale Satellite offices inline with Satellite Management Framework developed by June 2027	Develop 4 reports on functionality of Nqamagwale Satellite office inline with Satellite Management Framework by June 2027	Annual Report on functionality of Nqamagwale Satellite Office	Develop Quarterly reports on functionality of Nqamagwale Satellite office inline with Satellite Management Framework	Develop Quarterly reports on functionality of Nqamagwale Satellite office inline with Satellite Management Framework	Develop Quarterly reports on functionality of Nqamagwale Satellite office inline with Satellite Management Framework	Develop Quarterly reports on functionality of Nqamagwale Satellite office inline with Satellite Management Framework
			Reports on functionality of Centane Satellite offices developed in 2025/2026 financial year	0	Number of reports on functionality of Centane Satellite offices inline with Satellite Management Framework developed by June 2027	Develop 4 reports on functionality of Centane Satellite office inline with Satellite Management Framework by June 2027	Annual Report on functionality of Centane Satellite Office	Develop Quarterly report on functionality of Centane Satellite office inline with Satellite Management Framework	Develop Quarterly report on functionality of Centane Satellite office inline with Satellite Management Framework	Develop Quarterly report on functionality of Centane Satellite office inline with Satellite Management Framework	Develop Quarterly report on functionality of Centane Satellite office inline with Satellite Management Framework
Municipal Administration (Council Support)	To ensure administrative support for effective and efficient performance of council and its committees by June 2027	Develop Institutional Calendar on annual basis and ensure its implementation.	2025/2027 Institutional calendar approved in 2025/2026 financial year	0	Date by which 2027/2028 Institutional calendar is approved	2027/2028 Institutional calendar approved by Council on 30 June 2027	(1)2027/2028 Approved Institutional Calendar (2) Council Resolution	N/A	N/A	N/A	Approve 2027/2028 Institutional calendar
			Resolution registers developed and distributed in 2025/2026 financial year	0	Number of Resolution registers developed and distributed by June 2027	Develop and distribute 8 Resolution registers by June 2027	Annual Report on development and distribution of 8 Council Resolution registers	Develop and distribute 2 Council resolution register	Develop and distribute 2 Council resolution register	Develop and distribute 2 Council resolution register	Develop and distribute 2 Council resolution register
			Standing Committee meetings for all Directorates co-ordinated in 2025/2026 financial year	0	Number of Standing Committee meetings for all Directorates co-ordinated by June 2027	Co-ordinate sitting of 24 Standing Committee meetings for all Directorates by June 2027	Annual Report, agendas attendance register and minutes on co-ordination of 24 Standing Committee meetings for all Directorates	Co-ordinate sitting of 6 Standing Committee meetings (1 per directorates)	Co-ordinate sitting of 6 Standing Committee meetings (1 per directorates)	Co-ordinate sitting of 6 Standing Committee meetings (1 per directorates)	Co-ordinate sitting of 6 Standing Committee meetings (1 per directorates)
			Ordinary Council Meetings coordinated in 2025/2026 financial year	0	Number of Ordinary Council Meetings coordinated by June 2027	Coordinate sitting of 4 Ordinary Council Meetings by June 2027	Annual Report, agendas attendance register and minutes on co-ordination of 4 Ordinary Council meetings	Coordinate sitting of 1 Ordinary Council Meeting	Coordinate sitting of 1 Ordinary Council Meeting	Coordinate sitting of 1 Ordinary Council Meeting	Coordinate sitting of 1 Ordinary Council Meeting
				100000							

SM

Priority Area	IDP Objective	IDP Strategy	Baseline	Annual Budget	Indicator	Annual Target	Annual POE	1st Quarterly Target	2nd Quarterly Target	3rd Quarterly Target	4th Quarterly Target
ICT Governance	To establish digital transformation for municipal business routinely through effective and efficient ICT services by June 2027	Provide ICT services that enable municipal service delivery	Special Council Meetings coordinated in 2023/2026 financial year	0	Number of Special Council Meetings coordinated by June 2027	Coordinate sitting of 4 Special Council Meetings by June 2027	Annual Report, agendas, attendance register and minutes on co-ordination of 4 Special Council meetings	Coordinate sitting of 1 Special Council Meeting	Coordinate sitting of 1 Special Council Meeting	Coordinate sitting of 1 Special Council Meeting	Coordinate sitting of 1 Special Council Meeting
			Reports on implementation of Council Resolutions developed in 2025/2026 financial year	0	Number of reports developed on implementation of Council Resolutions by June 2027	Develop 4 reports on implementation of Council Resolutions by June 2027	Annual Progress Report on the implementation of Council resolutions	Develop 1 report on implementation of Council Resolutions	Develop 1 report on implementation of Council Resolutions	Develop 1 report on implementation of Council Resolutions	Develop 1 report on implementation of Council Resolutions
			Mayoral Committee Meetings coordinated in 2023/2026 financial year	0	Number of Mayoral Committee meetings coordinated by June 2027	Coordinate sitting of 4 Mayoral committee meetings by June 2027	Annual Report, agendas, attendance register and minutes on co-ordination of 4 Mayoral committee meetings	Coordinate sitting of 1 Mayoral committee meeting	Coordinate sitting of 1 Mayoral committee meeting	Coordinate sitting of 1 Mayoral committee meeting	Coordinate sitting of 1 Mayoral committee meeting
			ICT projects outlined in the ICT Strategy implemented 2023/2026 financial year	83 104 82	Number of ICT projects outlined in the ICT Strategy implemented by June 2027	Implement 10 ICT projects outlined in the ICT Strategy by June 2027	Annual report on implementation of 10 ICT projects outlined in the ICT Strategy	Implement 3 ICT project outlined in the ICT Strategy	Implement 3 ICT projects outlined in the ICT Strategy	Implement 2 ICT projects outlined in the ICT Strategy	Implement 2 ICT projects outlined in the ICT Strategy
			Monitor implementation of ICT Governance through the ICT Steering Committee meeting sittings								
Leave management	To manage leaves of employees by June 2027	Record and reconcile leave management for employees	Disaster recovery tests conducted in 2025/2026 financial year	0	Number of disaster recovery tests conducted by June 2027	Conduct 4 Disaster recovery tests by June 2027	Annual report on disaster recovery test conducted	Conduct 1 disaster recovery test	Conduct 1 disaster recovery test	Conduct 1 disaster recovery test	Conduct 1 disaster recovery test
			NI	0	Number of Cyber vulnerability tests conducted by June 2027	Conduct 4 Cyber vulnerability tests by June 2027	Annual report on cyber vulnerability test conducted	Conduct 1 cyber vulnerability tests by June 2027	Conduct 1 cyber vulnerability tests by June 2027	Conduct 1 cyber vulnerability tests by June 2027	Conduct 1 cyber vulnerability tests by June 2027
			NI	0	Number of ICT performance assessments of service providers appointed by the institution conducted by June 2027	Conduct 4 quarterly performance assessment of ICT service providers appointed by the institution by June 2027	Assessment report	Conduct 1 quarterly performance assessment of ICT service providers appointed by the institution	Conduct 1 quarterly performance assessment of ICT service providers appointed by the institution	Conduct 1 quarterly performance assessment of ICT service providers appointed by the institution	Conduct 1 quarterly performance assessment of ICT service providers appointed by the institution
Organisational Design and Implementation	To develop and review organizational structure for implementation of IDP objectives by June 2027	Develop and implement recruitment plan annually	Budgeted vacant posts filled in 2023/2026 financial year	0	Number of Budgeted new vacant posts filled by June 2027	Fill 11 budgeted new vacant posts by June 2027	1. Adverts 2. Assumption of duty	Fill 5 budgeted new vacant posts	Fill 3 budgeted new vacant posts	Fill 3 budgeted new vacant posts	N/A
			NI	0	Turnaround time for filling of vacant positions from the date of Post Requisition approval by June 2027	Vacated positions filled within three (3) months from the date of Post Requisition approval by June 2027	1. Post Requisition Form 2. Appointment Letter	Vacated positions filled within three (3) months from the date of Post Requisition approval	Vacated positions filled within three (3) months from the date of Post Requisition approval	Vacated positions filled within three (3) months from the date of Post Requisition approval	Vacated positions filled within three (3) months from the date of Post Requisition approval
Labour relations	To maintain conditions for collective bargaining between the employer and the employees and monitor employee's attitude towards conduct for municipal employees by June 2027	Convene Local Labour Forum meetings	4 LLF meetings sat in 2023/2026 financial year		Number of LLF Meetings convened by June 2027	Convene 4 LLF meetings by June 2027	Agenda, attendance register and minutes	Convene 1 LLF meeting	Convene 1 LLF meeting	Convene 1 LLF meeting	Convene 1 LLF meeting

2024

Priority Area	IDP Objective	IDP Strategy	Baseline	Annual Budget	Indicator	Annual Target	Annual POE	1st Quarterly Target	2nd Quarterly Target	3rd Quarterly Target	4th Quarterly Target			
Occupational Health and Safety	To maintain Employee Health and safety through implementation of OHS programmes by June 2027	Regulate Health and safety practices and principles within the municipality	OHS Risk Register is reviewed in 2025/2026 financial year	0	Due by which OHS Risk Register is reviewed	OHS Risk Register reviewed by 30 June 2027	Reviewed OHS Risk Register	Update OHS risk register	Review OHS risk register	Update OHS risk register	Review OHS risk register			
					0	2026/2027 Employee Wellness Plan developed by June 2026	Develop 2026/2027 Employee Wellness Plan by June 2026	2026/2027 Wellness Plan	N/A	N/A	N/A	Develop 2026/2027 Employee Wellness Plan		
					100000	Number of OHS Programmes implemented by June 2027	Implement 4 OHS Programmes by June 2027	1 : 2025/2026 OHS Plan 2: Programme attendance register and report on 4 OHS Programmes	N/A	N/A	Implement 1 OHS Programmes	Implement 1 OHS Programmes		
					0	Number of OHS Committee meetings convened by June 2027	Convene 4 OHS Committee meetings by June 2027	Agenda, attendance register and minutes for OHS Committee meetings	Convene 1 OHS Committee meeting	Convene 1 OHS Committee meeting	Convene 1 OHS Committee meeting	Convene 1 OHS Committee meeting		
Skills Development	To develop skills of the Councilors, municipal workforce and community members through implementation of the Workplace Skills Plan by June 2027	Develop, implement and monitor Workplace Skills Plan annually	Return of Earnings is submitted to Department of Employment and Labour in 2025/2026 financial year	0	Date by which Return of Earnings is submitted to Department of Employment and Labour	Submit Return of Earnings to Department of Employment and Labour on the 31 May 2027	Proof of submission	N/A	Submit Return of Earnings to Department of Employment and Labour	N/A	Submit Return of Earnings to Department of Employment and Labour			
					0	Date by which Employment Equity Report submitted to Department of Employment and Labour	Employment Equity Report submitted to Department of Employment and Labour on the 15 January 2027	Proof of submission	Submit Employment Equity Report to Department of Employment and Labour	N/A	Submit Employment Equity Report to Department of Employment and Labour	N/A		
					0	Date by which 2027/2028 WSP and annual training plan submitted	2027/2028 WSP submitted to LGSETA by 30 April 2027	(1) 2027/2028 WSP (2) Proof of submission	N/A	N/A	N/A	Develop and submit 2027/2028 WSP to LGSETA		
					0	Date by which 2027/2028 WSP and annual training plan submitted	2027/2028 WSP submitted to LGSETA by 30 April 2027	(1) 2027/2028 WSP (2) Proof of submission	N/A	N/A	N/A	Develop and submit 2027/2028 WSP to LGSETA		
Skills Development	To develop skills of the Councilors, municipal workforce and community members through implementation of the Workplace Skills Plan by June 2027	Develop, implement and monitor Workplace Skills Plan annually	Funding from SETA for Arts-in training and Learnerships of unemployed solicited in 2025/2026 financial year	280,000.00	Funding from SETA for Arts-in training and Learnerships of unemployed solicited by June 2027	Solicit funding from LGSETA for Learnerships of unemployed by June 2027	Proof of submission Funding agreement	N/A	Solicit funding from LGSETA for Learnerships of unemployed	N/A	N/A			
					KPA: BASIC SERVICE DELIVERY AND INFRASTRUCTURAL DEVELOPMENT - 10%									
					KPA: LOCAL ECONOMIC DEVELOPMENT - 10%									
					KPA: MUNICIPAL FINANCIAL VIABILITY AND MANAGEMENT -10%									
Skills Development	To develop skills of the Councilors, municipal workforce and community members through implementation of the Workplace Skills Plan by June 2027	Develop, implement and monitor Workplace Skills Plan annually	2027/2028 WSP and annual training plan submitted in 2025/2026 financial year	0	Number of trainings for unemployed implemented as per the training plan by June 2027	Implement 3 Trainings for unemployed as per the training plan by June 2027	Agenda, attendance register and report on trainings implemented for the unemployed	Implement 3 Trainings for unemployed as per the training plan	Implement 3 Trainings for unemployed as per the training plan	Implement 3 Trainings for unemployed as per the training plan	Implement 3 Trainings for unemployed as per the training plan			
					KPA: BASIC SERVICE DELIVERY AND INFRASTRUCTURAL DEVELOPMENT - 10%									
					KPA: LOCAL ECONOMIC DEVELOPMENT - 10%									
					KPA: MUNICIPAL FINANCIAL VIABILITY AND MANAGEMENT -10%									
Supply Chain Management	To ensure effective, efficient and transparent SCM processes by June 2027	Annually Review and implement SCM policy and procedures	2025/2026 Procurement Plan	0	2026/2027 Decree/Procurement Plan implemented by June 2027	Implement 2026/2027 Decree/Procurement Plan by June 2027	Annual Report on implementation of 2026/2027 Decree/Procurement Plan	Implement 2026/2027 Decree/Procurement plan	Implement 2026/2027 Decree/Procurement plan	Implement 2026/2027 Decree/Procurement plan	Implement 2026/2027 Decree/Procurement plan			
					KPA: BASIC SERVICE DELIVERY AND INFRASTRUCTURAL DEVELOPMENT - 10%									
					KPA: LOCAL ECONOMIC DEVELOPMENT - 10%									
					KPA: MUNICIPAL FINANCIAL VIABILITY AND MANAGEMENT -10%									
KPA: GOOD GOVERNANCE AND PUBLIC PARTICIPATION-15%														

SM

WMA

Priority Area	IDP Objective	IDP Strategy	Baseline	Annual Budget	Indicator	Annual Target	Annual POE	1st Quarterly Target	2nd Quarterly Target	3rd Quarterly Target	4th Quarterly Target
Strategic Planning- IDP	To co-ordinate development and implementation of 2022/2027 Integrated Development Plan to guide municipal planning by June 2027	Develop and coordinate the implementation of IDP, Integrated Development Plan annually	2026/2027 Reviewed Integrated Development Plan	-	Percentage progress on development of 2027/2032 Integrated Development Plan by June 2027	Develop 100% of 2027/2032 IDP by June 2027	(1) 2026/2027 IDP (2) Council Resolution	25% development of 2027/2032 IDP (Review of Situational Analysis)	50% development of 2027/2032 IDP (Review of Objectives and Strategies)	75% development of 2027/2032 IDP (Draft IDP and SDEIP)	Contribute to 100% development of 2027/2032 IDP (Final IDP)
								30-Sep-26	31-Dec-26	31-Mar-27	30-Jun-27
Policies	To co-ordinate policy development and review to guide decisions of the municipality and compliance of all the legislative prescripts by June 2027	Review of institutional Policies	148 Institutional Policies approved in 2025/2026 financial year	-	Number of institutional Policies reviewed by June 2027	Review 148 Institutional Policies by June 2027	Council Resolution on approved 148 Institutional policies	N/A	N/A	Review 148 Institutional Policies	Approve 148 Institutional Policies
Performance Management (Individual)	To establish and implement PMS procedures through monitoring and review to enhance accountability and performance improvement by June 2027	Review divisional scorecards and monitor implementation	2025/2026 Performance Agreements for Employees below S56 Managers	-	Number of signed Directorate Performance Agreements for Employees below S56 Managers submitted by 31 July 2026	Submit 28 Signed Performance Agreements for Employees below S56 Managers by 31 July 2026	Schedule of submission registers and report on 2026/2027 First Quarter Performance Reviews	Submit 28 Signed Performance Agreements for Employees below S56 Managers by 31 July 2026	N/A	N/A	N/A
Risk Management	To maintain effective and efficient risk management and advise on strategies to minimise risk impact by June 2027	Coordinate functioning of the oversight committees- Audit Committee and Risk Management Committee	2025/2026 Strategic and Operational Risk registers	-	Number of Performance Reviews for Employees below Section 56 Managers conducted in 2025/2026 financial year	Conduct 4 Performance Reviews for Employees below Section 56 Managers by June 2027	(1) Agenda, attendance register and report on 2025/2026 Annual Performance Reviews (2) Agenda, attendance registers and report on 2026/2027 First Quarter Performance Reviews (3) Agenda, attendance registers and report on 2026/2027 First Quarter Performance Reviews	Conduct 2025/2026 Annual Performance Reviews for Employees below Section 56 Managers	Conduct 2026/2027 First Quarter Performance Reviews for Employees below Section 56 Managers	Conduct 2026/2027 Mid-Term Performance Reviews for Employees below Section 56 Managers	Conduct 2026/2027 Third Quarter Performance Reviews for Employees below Section 56 Managers
Internal controls and Auditing	To improve financial accountability for good financial governance by June 2027	Develop and implement audit action plan	2024/2025 Audit Opinion	-	Unqualified Audit opinion achieved by June 2027	Achieve unqualified Audit opinion by June 2027	2025/2026 Audit Report	N/A	N/A	Develop and implement 2025/2026 Audit Action Plan	Implement 2025/2026 Audit Action Plan

S.M.
JMM

ANNEXURE B

PERSONAL

DEVELOPMENT PLAN

MNQUMA LOCAL MUNICIPALITY



Personal Development Plan (PDP)

Development goals		Measures of achievement/expected outcomes
1. To establish and implement PMS procedures through monitoring, review towards an increased accountability and performance improvement by June 2027		100% implementation of 2026/2027 Divisional scorecards by June 2027
2. To promote employee wellbeing through implementation of wellness and OHS programmes by June 2027		Approved OHS Plan and Approved Wellness Plan
3. To establish standard requirements for management and easy access of records by June 2027		Transfer municipal documents to Provincial Archives inline with the action plan by June 2027
Methods to be used		
On Job Learning		
What challenging assignments should this employee work on to build skills and achieve developmental goals? List the goal number to each item.		
Goal	Type of assignment	Time frame
2	Performance Monitoring and Evaluation	June 2027
	To be kept abreast of labour law updates	June 2027
	Deeper understanding of ICT Governance and Records Management	June 2027

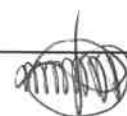
Date: 01/07/2026

Signature: 

: Mr Silumko Mahlasela

Name of the Supervisor/HOD

Date: 01/07/2026

Signature: 

: Ms Vuyiseka Mviko

Name of the employee

This plan is agreed to as indicated by the signatures below:

July 2026		June 2027	
Start date of the plan:		Anticipated completion date:	
Time Frame			
1. On a monthly basis upon assessment of the Directorate Performance by the Municipal Manager 2. On six months PMS Reviews by PMS Reviews Committee 3. On Annual PMS Reviews by PMS Reviews Committee			
Who will provide feedback on the employee's progress, and how often? Be as specific as you can, regarding who is involved and how often progress will be assessed.			
Monitoring Progress			
- Discussion of Directorate Plans and their implementation with the Municipal Manager What additional support is needed to achieve the employee's goals (coaching, mentoring etc)? how will it be provided			
Support Needed			
Goal	Type of Training/Education/Support	When?	Cost Estimate
Automated Performance Management System	December 2026	R10 000	
ILGM Conference	November 2026	R6 000	
Labour Law Seminar	April 2027	R0.00	
ICT & Records Management Seminar/Workshop	June 2027	R0.00	